

IntelliFAX-810MC 820MC

OWNER'S MANUAL

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How to Use This Owner's Manual

Thank you for purchasing a Brother fax machine. This fax machine has been designed to be simple to use, but you can utilize it to its fullest potential by taking some time to read this owner's manual. You will be ready to use the fax machine as soon as you read the first four chapters. Then you can refer to topics in the remaining chapters, as needed.

Structure of the Manual

- **Chapters 1-4**

How to set up the fax machine and what you need to know before you use it.

- **Chapters 5-7**

Basic operations, how to send and receive faxes.

- **Chapters 8-11**

Advanced operations.

Finding Information in the Owner's Manual

- Use the **table of contents**. This side of the manual is coded so you can find topics easily.
- If there is a **key on the fax machine** you are not familiar with, refer to **chapter 2**.
- To find information about a function, refer to the "**Function Selection Table**" in **chapter 3**.
- If you have **trouble**, refer to **chapter 12** on how to troubleshoot.
- Use the **chapter 14 index**.

Test Sheet Procedure

Please fill out the TEST SHEET and fax it to **1-908-469-4547** as your first transmission. This will verify that your fax machine is properly installed.

When this document is received at Brother Diagnostic Center, a confirmation sheet will be sent back to your machine from Brother Automatic Fax Back Response System. Be sure to set up your "Station ID". (See page 4-3.)

FAX NO. : **1-908-469-4547** (Fax Transmission Only)
TEL NO. : **1-800-284-4FAX** (Voice Phone Only)
1-800-284-4329

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- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.

1. SETUP & PREPARATION BEFORE USE

Choosing a Suitable Place for Your Fax Machine

Use the following list as a guide to find a suitable place for your fax machine.

The Good Places...

Place your fax machine on a flat, stable surface, such as a desk.

Select a place that is free of vibration and shocks.

Locate it near a telephone jack and a standard, grounded power outlet.

For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.

And the Bad Places...

Avoid setting it up in a high-traffic area.

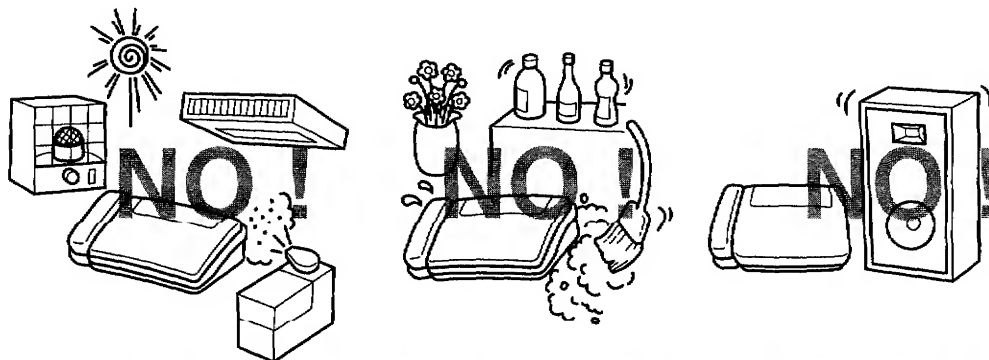
Avoid setting up the machine near heaters, air conditioners, water, chemicals, or refrigerators.

Do not select a place that exposes your fax machine to direct sunlight, excessive heat, moisture, or dust.

Do not connect your fax machine to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory.

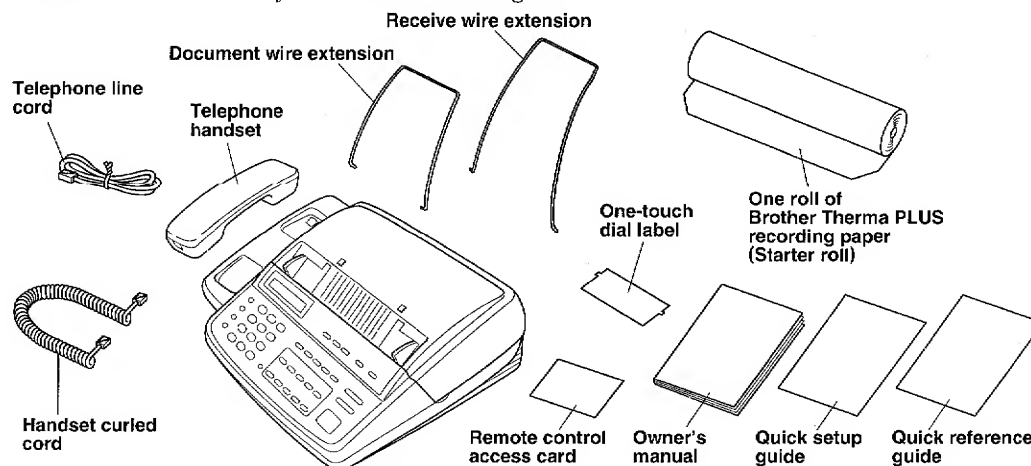
Do not connect your fax machine to electrical outlets on the same circuit as large appliances or other equipment that might disturb the power supply.

Avoid interference sources, such as speakers or the base units of cordless phones.



Packing List

Please check to see that you have the following items:

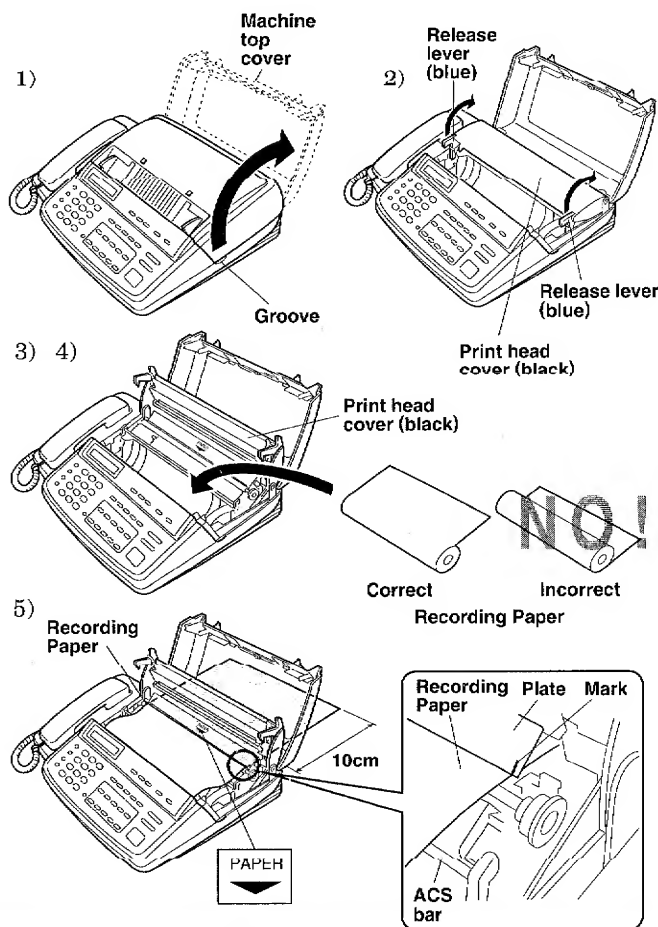


Setting up Your Fax Machine

Follow these steps to set up your fax machine:

1. Load the recording paper.

- 1) Lift up the machine top cover by placing your finger in the groove on the right-hand side of the fax machine and lifting up.
- 2) Pull the release levers (blue) on both sides of the print head cover (black) so that you can lift it up and remove the recording paper.
- 3) Take the new roll of recording paper out of its wrapper. If you are replacing a roll, you need to remove any paper remaining in the machine.
- 4) Insert the new recording paper into the paper bin, **with the paper coming over the top of the roll.**
- 5) Insert the edge of the paper into the slot that says "PAPER" and pull the paper out about 10cm (4 inches) from the back side. Make sure paper is fed over the ACS bar. Adjust the recording paper so that it is between the marks.



6) Close the print head cover. Make sure it is completely closed by pressing down on both edges until you hear the levers "click". Then close the machine top cover.

2. Connect the handset.

3. Connect the power cord.

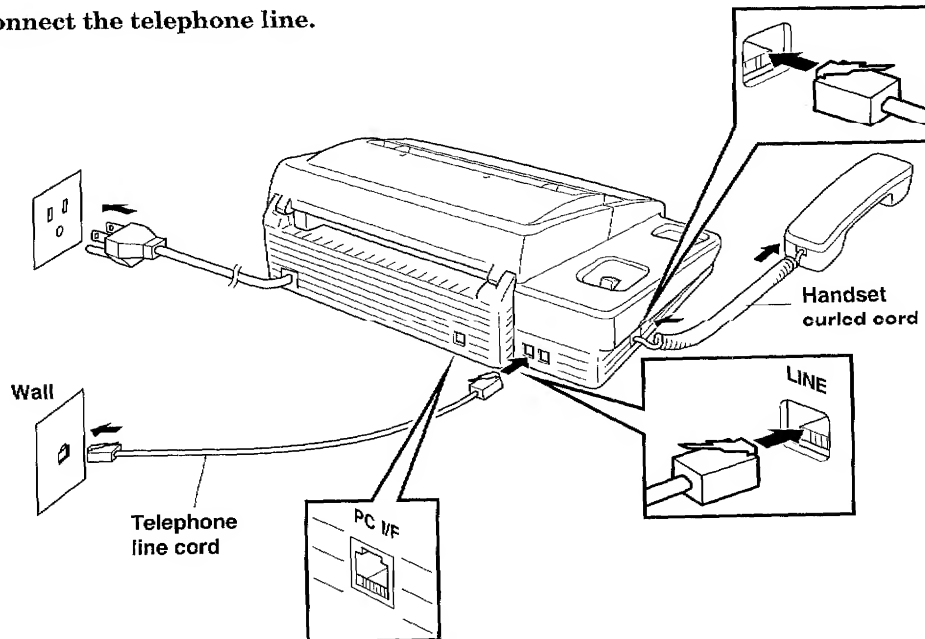
When you connect the power, your fax machine will automatically cut the fax paper, and the display will read: "01/01/1995 00:00".

NOTICE

1. This fax machine must be grounded using a 3-prong plug.
2. Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your fax machine on before you connect it to a telephone line.

Similarly, you can protect yourself when you want to move your machine, by disconnecting the telephone line first, and then the power cord.

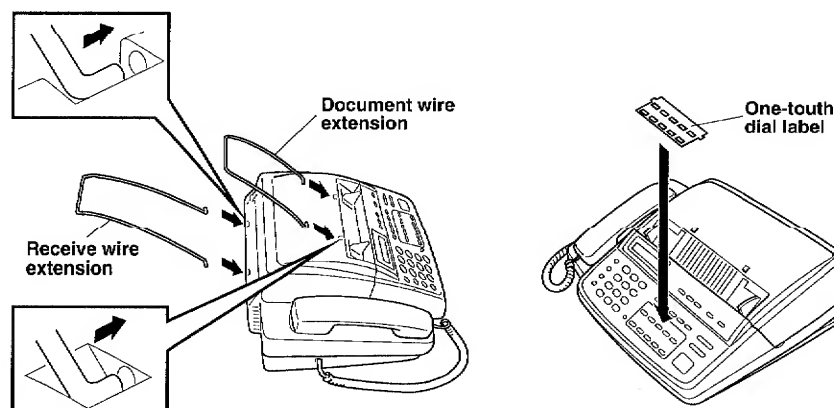
4. Connect the telephone line.



* This part is only for use with the Brother Missing Link option. If you have not purchased this option then ignore the part.

SETUP & PREPARATION BEFORE USE

5. Attach the wire extensions and One-touch dial label.



FOR YOUR INFORMATION

Multi Line Connections (PBXs)

Most offices use a central telephone system. While it is often relatively simple to connect the machine to a key system or a PBX (private branch exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

It is advisable to have a separate line for the fax machine. You can then leave the machine in AUTO Answer Mode to receive faxes at any time of the day or night.

If the fax machine is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This will prevent the unit from being activated each time a telephone call is received.

- As with all fax units this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the fax machine can not be made.

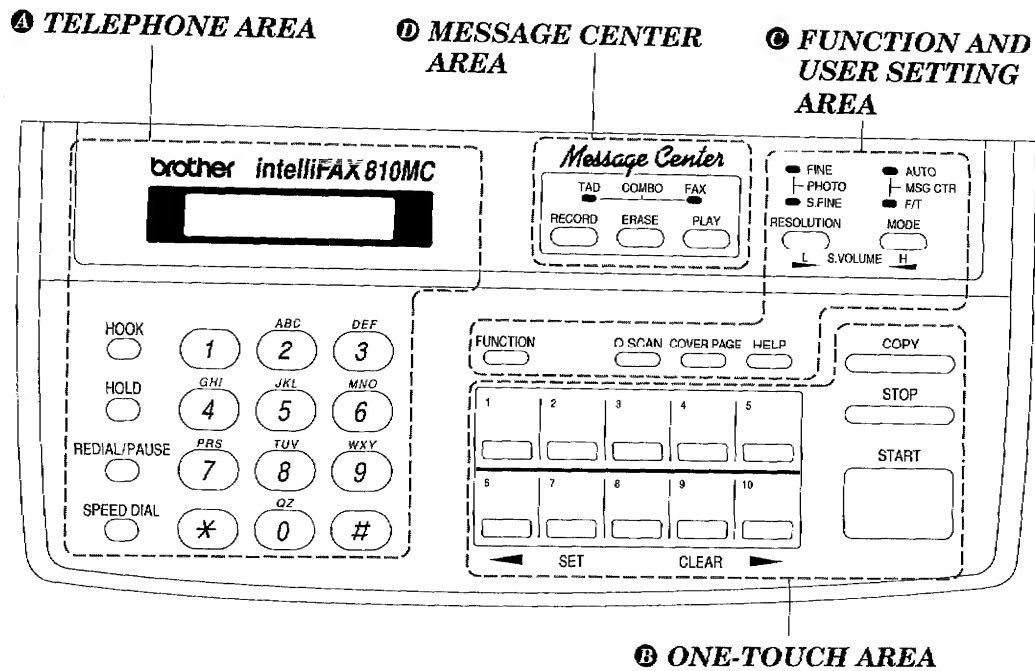
Connecting to a Private Branch Exchange

The following points should be kept in mind if you are installing the machine to work with a private branch exchange (PBX).

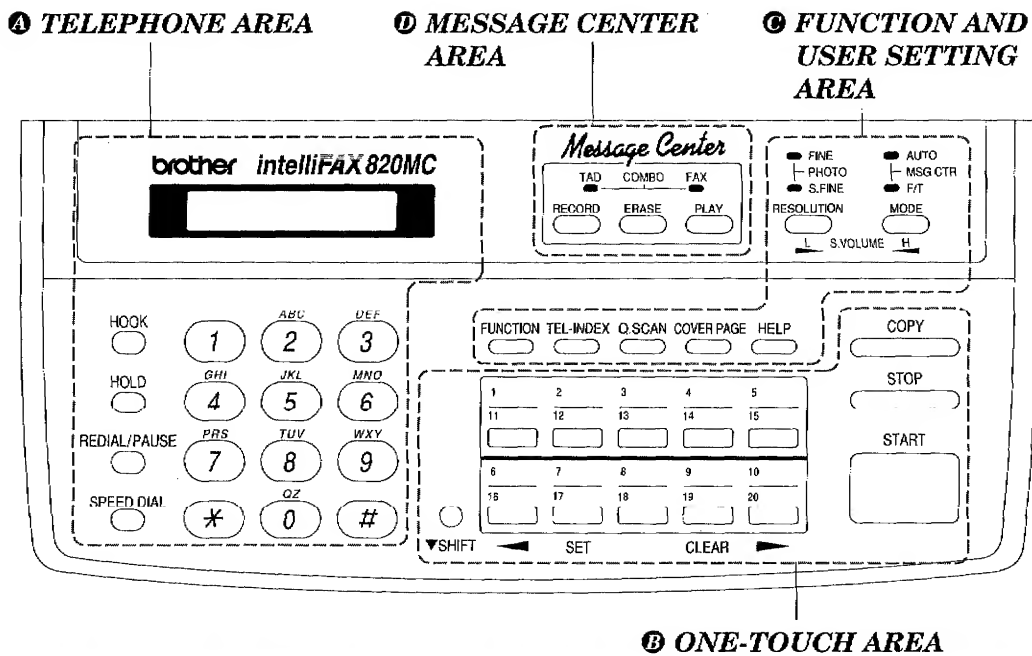
- 1) It is not guaranteed that the unit will operate correctly under all circumstances with PBXs. Any cases of difficulty should be reported first to the company that handles your PBX.
- 2) If all incoming calls will be answered by a switchboard operator, it is recommended that the Answer Mode be set to be MANUAL. (See page 7-2.) All incoming calls should initially be regarded as telephone calls.
- 3) The unit may be used with either the pulse or tone dialing telephone types.

2. THE CONTROL PANEL KEYS

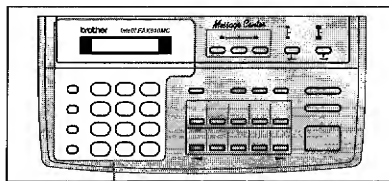
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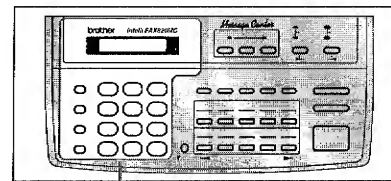
FAX-820MC



A TELEPHONE AREA



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1. Liquid Crystal Display

The LCD displays messages that will help you set up and operate your fax machine. (On-Screen Programming) (See page 3-1.)

2. Number Keys

These twelve keys are used to dial phone and fax numbers (see page 5-1), and can also be used as an alpha-numeric keyboard for entering information into the fax machine (see page 3-10~11).

3. HOOK

This key lets you dial telephone and fax numbers without lifting the handset. (See page 5-1.)

4. HOLD

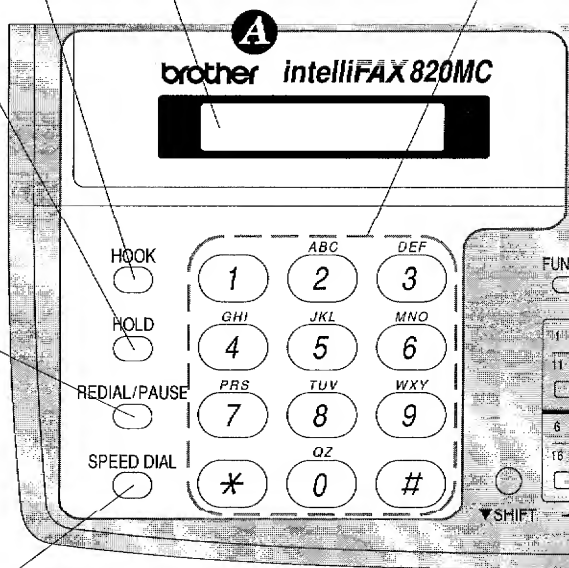
You can use this key to put a call on hold. (See page 5-1.)

5. REDIAL/PAUSE

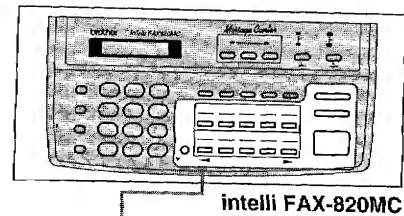
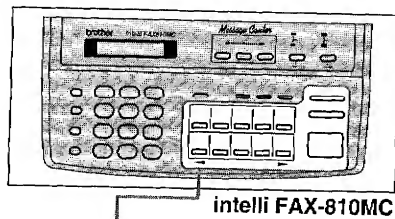
This key re-dials the last number called. (See page 6-5.) This key is also used to insert a pause in autodial numbers. (See page 4-5, 5-1.)

6. SPEED DIAL

This key lets you access previously stored speed dial phone numbers with a two digit number. (See page 4-6, 5-1.)



B ONE-TOUCH AREA



Ch. 2

7. One-Touch Dial Keys

These ten keys give you instant access to previously stored phone numbers. (See page 4-4, 5-1.)

9. ◀ (Left Arrow)*

This key moves the LCD cursor to the left. It also allows you to back up one step when you are in function mode (see page 3-5) or Telephone Index. (Only for FAX-820MC.)

11. SHIFT** (Only for FAX-820MC)

This key is used to access the "11" through "20" One-Touch keys. (See page 4-4.)

12. SET*

This key is used for storing a function setting into the fax machine. (See page 3-5.)

14. CLEAR*

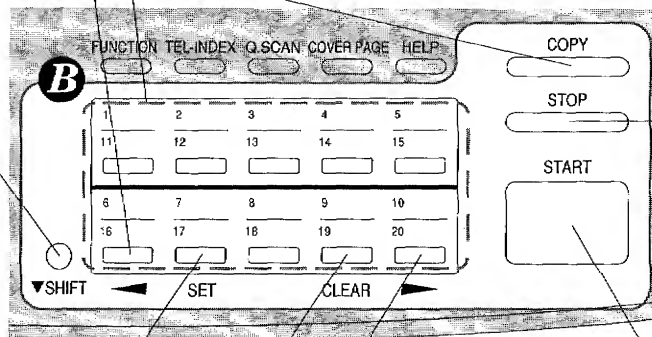
This key deletes entered data or backs up one step in function procedure. (See page 3-5.)

8. COPY

Press this key to make a copy. (See page 9-1.)

10. STOP

This key stops a fax, cancels an operation, or exits from function mode. (See page 3-5.)



13. START

Use this key to start an operation, such as sending a fax. (See page 6-3.)

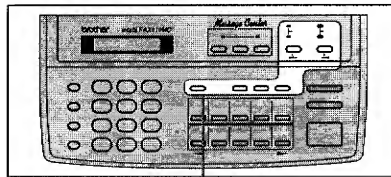
15. ▶ (Right Arrow)*

This key moves the LCD cursor to the right, and it also lets you advance one step when you are in function mode (see page 3-5) or Telephone Index. (Only for FAX-820MC.)

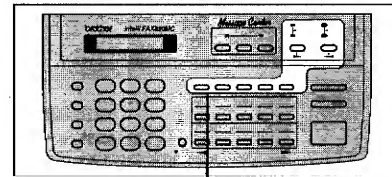
* The Left and Right Arrow keys, SET and CLEAR keys are also shared with one-touch keys.

** The SHIFT key is not available on the FAX-810MC.

① FUNCTION AND USER SETTING AREA



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16. FUNCTION

This key accesses the function and programming mode (OSP), so you can alter various settings. (See page 3-1.)

18. TEL-INDEX*

(Only for FAX-820MC)

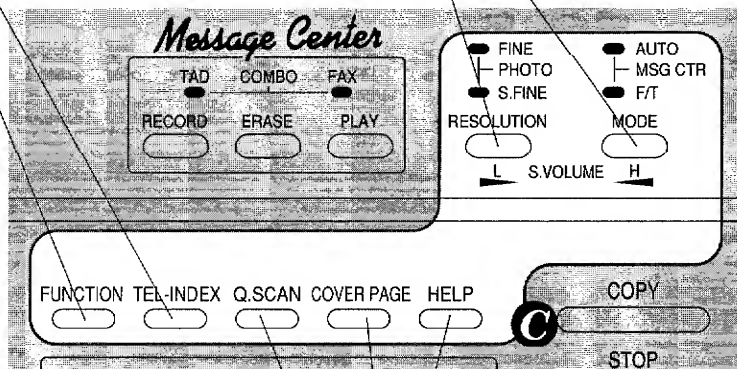
This key allows you to alphabetically look up numbers stored in the dialing memory. (See page 5-2.)

17. RESOLUTION

This key is used to set the resolution requirements when sending a fax. (See page 6-2.)

19. MODE

This key is used to specify how the fax machine should handle incoming calls. (See page 7-1.)



20. QUICKSCAN

This key enables you to scan in your originals at twice the normal speed, by storing them in the memory before actual transmission. (See page 6-6.) When it is pressed, Broadcasting is available. (See page 6-8.) When it is pressed together with SHIFT, Multi TX is available. (Only for FAX-820MC.) (See page 6-9.)

21. HELP (Advanced)

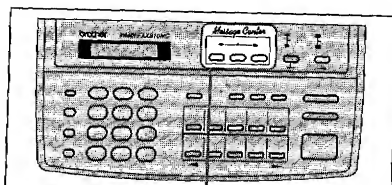
Press this key whenever you want a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get some basic information for sending or receiving faxes. (See page 3-6~9.)

22. COVERPAGE

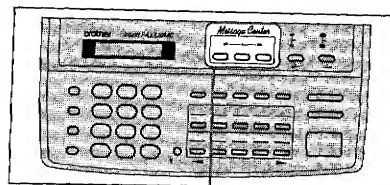
This key is used to send an automatic Cover Page as the first page of a fax transmission. (See page 6-15.)

* The TEL-INDEX key is not available on the FAX-810MC.

① MESSAGE CENTER AREA



Intelli FAX-810MC

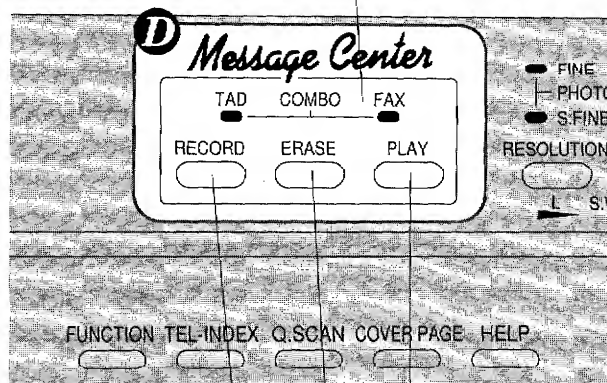


Intelli FAX-820MC

Ch. 2

23. TAD and FAX Indicator Lights

These lights tell you whether voice or document messages are stored in the memory. (See page 8-1~5.)



24. RECORD

Use this key to record outgoing voice messages, memos and voice alarm messages into your fax machine. (See page 8-6, 9, 11.)

25. ERASE

This key erases voice or fax messages stored in your fax machine. (See page 8-8, 10, 11, 14.)

26. PLAY

Use this key to listen to incoming voice messages, outgoing voice messages, memos and voice alarm messages stored in your fax machine. (See page 8-8, 10, 14.)

3. HOW TO USE ON-SCREEN PROGRAMMING (OSP) AND HELP KEY

User-friendly Programming

We have designed your fax machine with on-screen programming and a **HELP** key, user-friendly programming that help you take full advantage of all the functions your fax machine has to offer.

On-screen Programming (OSP)

Since your fax programming is done on the LCD, we created step-by-step on-screen prompt messages to help you program your fax machine. All you need to do is follow the prompt instructions as they guide you through the function menu selections and programming options and settings.

Function Selection Table

If you have a basic understanding of how to program a fax machine, you can perform most of the programming settings without the owner's manual. To help you understand what function selections, options, and settings are found in your fax programs, we have the following Function Selection Table.

Read through this table to gain a basic understanding of what your new fax model can do, and then the next section will begin instructing you how to use on-screen programming.

Level one function	Level two function	Explanation of Options	Factory setting	Page
1. TEMP. (TEMPORARY) SETTINGS	1. TIMER	Use this for sending documents at a later time.	—	6-6
	2. POLLING	Polling is the process of retrieving faxes from another machine. You can also choose whether you want your polling secured or not. STANDARD/SECURE	STANDARD	10-1~6
	3. CALL RESERVE	You can send a fax and then talk to the recipient using the CALL RESERVE function. ON/OFF.	OFF	6-19~20
	4. CONTRAST	There are three types of contrast settings. Usually the AUTO setting is acceptable. But if you want to send an especially light or dark document, you should change this setting. AUTO: Default setting is AUTO. Contrast setting always reverts to AUTO after one transmission. S. LIGHT: To send very light documents. S. DARK: To send very dark documents.	AUTO	6-3
	5. RESOLUTION	If you need to send a set of originals at various resolutions, this function will allow you to set the required resolution page by page. (If all documents are the same resolution, use the RESOLUTION key. See page 2-4 #17.) STANDARD/FINE/S. FINE/PHOTO	STANDARD	6-14

Level one function	Level two function	Explanation of Options	Factory setting	Page
1. TEMP. SETTINGS	6. OVERSEAS MODE	If you have trouble when sending overseas, you may want to set OVERSEAS MODE to ON. ON/OFF	OFF	6-13
2. CANCEL JOB		If you wish to cancel a job that has been set with the timer, a polled job etc., use this function.		6-12
3. PRINT REPORTS	See page 11-1 for a list of reports.	You can print several different lists and reports, which are available under function item 3. PRINT REPORTS.		11-1~5
4. SET AUTO DIAL	1. ONE-TOUCH DIAL	If you register names and numbers on One-Touch dial keys, you can dial a number automatically just by pressing a One-Touch key.	—	4-4~5
	2. SPEED-DIAL	If you register names and numbers as Speed-Dial numbers, you can dial a number automatically just by pressing SPEED DIAL and a two-digit number.	—	4-6
	3. SETUP GROUPS	This is used for setting up a group number used for broadcasting.	—	4-8
5. USER OPTIONS	1. SMOOTHING	Smoothing enhances the appearance of incoming faxes. If you set SMOOTHING to ON, you will receive messages with the smoothing enhancement. ON/OFF	ON	7-5
	2. BEEPER	You can adjust the volume of the beeper with this function. OFF/LOW/HIGH	LOW	4-1~2
	3. COVERPG ON/OFF	If you set COVERPAGE to ON, you can send your documents with a Cover Page generated by your machine. When the COVERPAGE setting is ON, you can select a Cover Page comment. ON/OFF	OFF	6-18
	4. GRAY SCALE	You can select a GRAY SCALE level. 16/32	32	6-15
	5. ERROR RE-TX	If you set ERROR RE-TRANSMISSION to ON, the machine automatically re-sends the page once an error occurs. ON/OFF	OFF	6-22
6. TEL OPTIONS	1. TONE/PULSE	There are two different dial types and you must select the type of signal suitable for your telephone. TONE/PULSE	TONE	4-1

Ch. 3

HOW TO USE ON-SCREEN PROGRAMMING AND HELP KEY

Level one function	Level two function	Explanation of Options	Factory setting	Page
6. TEL OPTIONS	2. RING DELAY	The number of rings that will occur before F/T or AUTO Answer Mode selections are activated. 0/1/2/3/4 rings	2	7-2
	3. AUTO REDIAL	If you set AUTO REDIAL to ON, your machine will automatically re-dial the last number called if the number was busy or the call failed for some other reason. ON/OFF	ON	6-5
	4. SPEAKER VOLUME	You can adjust the speaker volume with this function. OFF/LOW/HIGH	LOW	7-5~6
	5. F/T RING TIME	F/T RING TIME sets the time for simulated ringing in F/T mode. 10/20/30/60 seconds	20	7-3~4
	6. RING VOLUME	The settings are OFF/LOW/HIGH.	HIGH	7-6~7
	7. DISTINCTIVE	If you have distinctive ringing service from your phone company, you can use this function to register the ringing pattern of your fax number. And if you set it to ON, you can use the registered number as a fax number only. OFF/ON/SET	OFF	7-11~14
7. SETUP SYSTEM	1. DATE/TIME	If you enter the date and time in 24-hour format, the LCD will display the date and time and they will also be printed on outgoing faxes.	01/01/1995 00:00	4-2
	2. DAILY TIMER	If you frequently have delayed jobs, all for execution at same time each day, you can program that time. Once you register it, you do not need to enter that time, just set Timer Transmission in temporary settings.	00:00	6-8
	3. INTERVAL	You can select the time interval at which the activity report is printed. 6/12/24 hours, 2/4/7 days, OFF	OFF	11-2~3
	4. STATION ID	You can enter your name or company name, fax number and telephone number in STATION ID. It is printed at the top of each page of every outgoing fax. It is also printed on the automatic Cover Page.		4-3
	5. REMOTE CODE	If you enter REMOTE CODE, you can activate or deactivate the fax machine from a remote telephone. ON/OFF	ON *51 (ACT.) #51 (DEACT.)	7-8
	6. SET COVERPAGE	You can register your own two programmable comments on the Cover Page.	—	6-17

Level one function	Level two function	Explanation of Options	Factory setting	Page
8. SETUP MSG CTR	1. MEMORY USAGE	You can select the way you will use your memory in Message Center mode. TAD ONLY/FAX ONLY/COMBO/EXT.TAD ONLY	TAD ONLY	8-1~5
	2. BACKUP PRINT	You can set the machine to print a back-up copy of faxes that are received into the Message Center memory. ON/OFF	ON	8-17
	3. FAX FWD/ PAGING	You can choose among PAGING, FAX FORWARDING or OFF. PAGING ON will enable you to be paged by Message Center when it receives FAX/TAD. FAX FORWARDING ON enables you to have the Message Center send any stored faxes that are received to another predetermined fax number.	OFF	8-18~21
	4. REMOTE ACCESS	You can change REMOTE ACCESS ID (3 digits) allowing you remotely operate the machine. (Example: Listening to incoming messages)	159*	8-22~25
	5. ICM MAX. TIME	You can select Max. ICM (Incoming Message) recording time. 20/25/30/35/40/45/50/55/60 seconds	30	8-9
	6. OGM	The machine has two types of OGM (Outgoing Messages) for MSG CTR and FAX/TEL switch. After selecting the message type, you can play, record or erase.	—	7-4~5 8-6
	7. PRINT FAX	You can print incoming faxes that were stored in MSG CTR memory.	—	8-17
	8. RECORDING MODE	To get more recording time for incoming messages, memos, and voice messages, change the sound quality setting from HIGH/NORMAL	NORMAL	8-16
	9. TOLL SAVER	If you set TOLL SAVER to ON, you can check if there is a message received by the ring delay.	ON	8-15
0. INTERRUPT	—	You can send a fax without canceling the timer or polled waiting, even if there are documents in the feeder, by "interrupting" it.	—	6-11

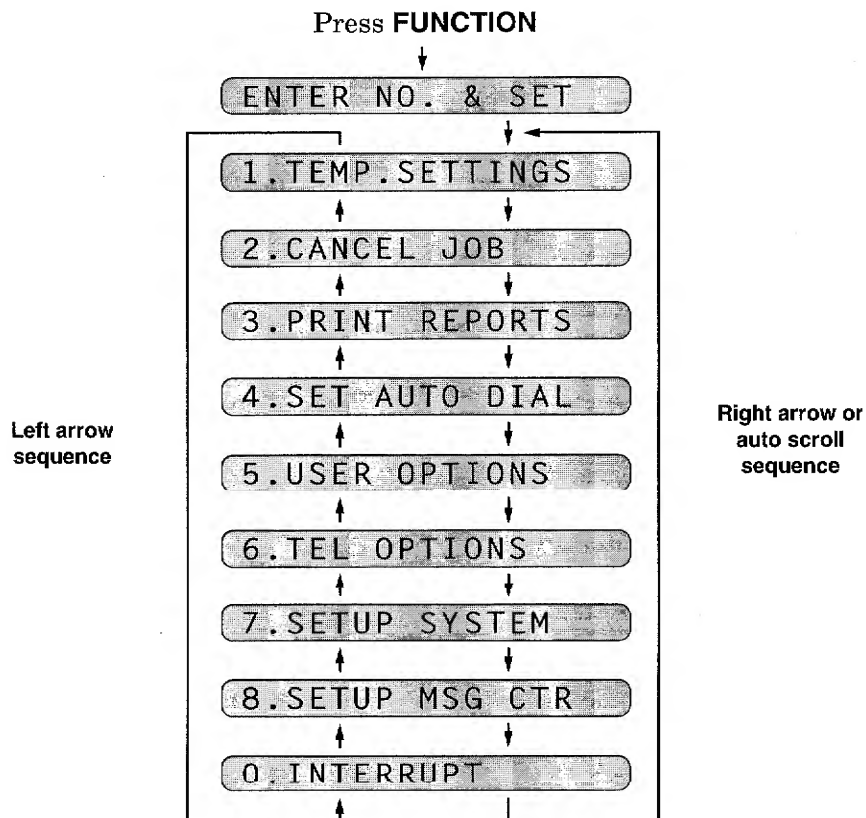
Ch. 3

HOW TO USE ON-SCREEN PROGRAMMING AND HELP KEY

Using the Function Mode to Access On-screen Programming (OSP)

You access the function mode by pressing **FUNCTION** found in the Function Area of your Fax Control Panel. (See page 2-4.)

When you enter the function mode, your fax machine will display a list of Level One Functions to choose from (see pages 3-1 through 3-4 for these Level One Functions), as seen below.



These function options will appear one after the other on the display. You can then choose one of these options by pressing **SET** when your desired option appears on the LCD.

You can also move through the function menu options at a faster rate by pressing **▶** (right arrow). (See page 2-3 to locate this key on your Control Panel.) When you find the option you want, press **SET**.

You can simply press the Level One Function number associated with each option (refer to page 3-1 through 3-4).

Helpful Hints If you want to exit the function mode, simply press **STOP**. Also, if you select the wrong menu, and to return to the previous step, press **CLEAR**.

Alternating Displays for On-screen Programming (OSP)



When you see alternating displays, the LCD will usually alternate between the currently selected option, and a help message giving brief instructions on how to proceed. The example shows the current speaker volume is high and prompts you to use ◀ (left arrow) and ▶ (right arrow) to alter the setting, and then to press **SET** to store it.

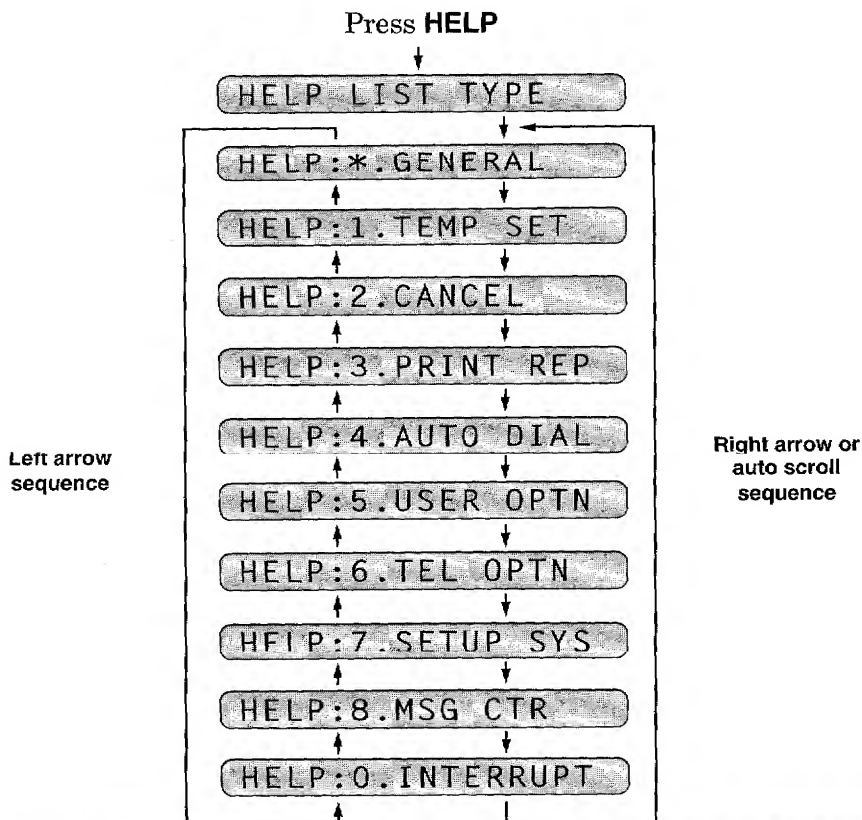
Help Key

Press this key whenever you need a quick reference Help List printed. This Help List will give you information on how to perform settings for a function, how to register information, or how to get some basic information for sending or receiving faxes. When you don't have the owner's manual with you or when you want some information quickly, you can press **HELP** to get a list of basic operating procedures.

Ch. 3

How to Print a Help List

Just press **HELP**. You will see the LCD scroll through the available Help Lists. (There are 10 available lists as shown below.) To print out a list, you can wait until the list you want appears on the display and press **SET**, or you can just go ahead and press a number 0-8, * that corresponds to the list you want. Finally, you will see "PRESS START KEY" on the display, so press **START** and the list will be printed.



HOW TO USE ON-SCREEN PROGRAMMING AND HELP KEY

• Example One (How to get help on general instructions)

If you choose to print the "HELP:*GENERAL" Help List, you will get the following print out, which shows you a chart of the functions and some basic steps for operating the fax machine.

***** HELP LIST *****

<STEPS FOR KEY FUNCTIONS>	<FUNCTION SELECTION CHART>
<p>1)PRESS FUNCTION []</p> <p>2)SELECT A LEVEL ONE FUNCTION BY PRESSING NUMBER KEY (FROM THE SELECTION CHART ON THE RIGHT) []</p> <p>3)SELECT A LEVEL TWO FUNCTION BY PRESSING NUMBER KEY []</p> <p>4)SELECT THE DESIRED SETTING USING THE ARROW KEYS [] []</p> <p>5)PRESS SET []</p> <p>6)PRESS STOP TO EXIT []</p> <p>NOTE: MAKE SURE YOU FIRST SET TONE/PULSE(FUNCTION 6-1) DATE/TIME(FUNCTION 7-1) AND STATION ID(FUNCTION 7-4).</p>	<p>LEVEL ONE LEVEL TWO OPTIONS</p> <p>1.TEMP.SETTINGS---1.TIMER {STANDARD/SECURE}</p> <p>2.POLLING {ON/OFF}</p> <p>3.CALL RESERVE {AUTO/S.LIGHT/S.DARK}</p> <p>4.CONTRAST {STD/FINE/S.FINE/PHOTO}</p> <p>5.RESOLUTION {ON/OFF}</p> <p>6.OVERSEAS MODE {ON/OFF}</p> <p>2.CANCEL JOB</p> <p>3.PRINT REPORTS---1.ACT.REPORT</p> <p>2.A.L DIAL</p> <p>3.EL INDEX</p> <p>4.COVERPAGE</p> <p>5.CALL BACK MSG</p> <p>6.USER OPTIONS (ON/OFF)</p> <p>7.XMIT REPORT</p> <p>8.MEMORY STATUS</p> <p>4.SET AUTO DIAL---1.ONE-TOUCH DIAL</p> <p>2.SPEED DIAL</p> <p>3.SETUP 640LPS</p> <p>5.USER OPTIONS ---1.SMOOTHING {ON/OFF}</p> <p>2.BEEP {OFF/LOW/HIGH}</p> <p>3.COVERPG ON/OFF {ON/OFF}</p> <p>4.GRAV SCALE {16/32}</p> <p>5.ERROR RE-TRX {ON/OFF}</p> <p>6.TFI OPTIONS ---1.TONE/PULSE {TONE/PULSE}</p> <p>2.RING DELAY {0/1/2/3/4}</p> <p>3.AUTO REDIAL {ON/OFF}</p> <p>4.SPEAKER VOLUME {OFF/LOW/HIGH}</p> <p>5.F/F RING TIME {10/20/30/60}</p> <p>6.RING VOLUME {OFF/LOW/HIGH}</p> <p>7.DISTINCTIVE {OFF/ON/SET}</p> <p>7.SETUP SYSTEM ---1.DATE/TIME</p> <p>2.DAILY TIMER</p> <p>3.INTERVAL {OFF/6H/12H/24H/2D/4D/7D}</p> <p>4.STATION ID {FAX/TEL/NAME}</p> <p>5.REMOTE CODE {ON/OFF,SET CODE}</p> <p>6.SET COVERPAGE</p> <p>8.SETUP MSG CTR---1.MEMORY USAGE {TAD ONLY/FAX ONLY/COMBO/EXT.TAD ONLY}</p> <p>2.BACKUP PRINT {ON/OFF}</p> <p>3.FAX FWD/PAGING {OFF/FAX FORWARD/PAGING}</p> <p>4.REMOTE ACCESS</p> <p>5.ICM MAX.TMF {20/25/30/35/40/45/50/55/60}</p> <p>6.MSG CTR 0GM/F/T 0GM</p> <p>7.PRINT FAX</p> <p>8.RECORDING MODE {NORMAL/HIGH}</p> <p>9.TOLL SAVER {ON/OFF}</p> <p>0.INTERRUPT</p>

***** EXAMPLE *****

<STORING ONE-TOUCH>			
FUNCTION []	> ④ > ① >	ONE-TOUCH []	> [] >
			NUMBER KEYS TO ENTER PHONE #
			7 []
			TO ENTER NAME
			7 []
			SET

<SENDING A FAX (AUTO)>			
INSERT DOCUMENT	NUMBER KEYS [] → []	ONE-TOUCH OR []	SPEED DIAL OR []
	TO DIAL		+ TWO DIGITS
			START

<PRINTING A LIST/REPORT>		
FUNCTION []	NUMBER KEY → ③ → []	START []
	TO SELECT REPORT TYPE	

<FAX RECEPTION SETTINGS>			
MANUAL MODE	AUTO MODE	F/T MODE	MSG CTR
*FOR DEDICATED TELEPHONE USE ONLY.	*FOR DEDICATED FAX USE ONLY.	*FOR BOTH FAX AND TELEPHONE.	*FOR BOTH TAD AND FAX USE.

(HELP LIST of FAX-820MC)

• Example Two (How to get help on using a function)

If you choose to print a Help List for a specific function (Help Lists 0-8), you will get a print out that briefly explains a function.

Example: If you select 4, ("HELP:4. AUTO DIAL") you will get a print out as follows:

***** HELP LIST *****

LEVEL ONE FUNCTION	LEVEL TWO FUNCTION	EXPLANATION OF OPTIONS	OPTIONS	FACTORY SETTING
4. SET AUTO DIAL	1. ONE-TOUCH DIAL	ALLOWS YOU TO DIAL AUTOMATICALLY BY STORING TELEPHONE OR FAX NUMBERS IN ONE-TOUCH KEYS. YOU CAN ALSO STORE NAMES WITH THE NUMBERS.		
	2. SPEED-DIAL	SPEED-DIAL IS TWO-DIGIT NUMBER FROM 01 TO 40. SPEED + TWO DIGITS NUMBER. ALLOWS YOU TO DIAL AUTOMATICALLY BY STORING TELEPHONE OR FAX NUMBERS. YOU CAN ALSO STORE NAMES WITH THE NUMBERS.		
	3. SETUP GROUPS	ALLOWS YOU TO ASSIGN A ONE-TOUCH KEY AS A GROUP(S) OF STORED FAX NUMBERS (UP TO 6 GROUPS) FOR BROADCASTING THE SAME DOCUMENT.		

<STORING ONE-TOUCH>

FUNCTION PRESS PRESS ONE-TOUCH KEYS

→ 4 → 1 → []

01 - 20

NUMBER KEYS

→ []

TO ENTER PHONE #

SET

→ []

ALPHA KEYS

→ []

TO ENTER NAME

SET

→ []

ARROW KEYS

→ [] []

TO SELECT DIAL TYPE

SET

→ []

TO SELECT OPTION

STOP

→ []

TO EXIT FROM FUNCTION

<STORING SPEED DIAL>

FUNCTION PRESS PRESS SPEED DIAL NUMBER

→ 4 → 2 → []

01 - 40

NUMBER KEYS

→ []

TO ENTER PHONE #

SET

→ []

ALPHA KEYS

→ []

TO ENTER NAME

SET

→ []

ARROW KEYS

→ [] []

TO SELECT DIAL TYPE

SET

→ []

TO SELECT OPTION

STOP

→ []

TO EXIT FROM FUNCTION

<STORING GROUPS>

FUNCTION PRESS PRESS ONE-TOUCH KEY

→ 4 → 3 → []

01 - 20

NUMBER KEY

→ []

TO ENTER GROUP #

NUMBER KEYS

→ []

TO ENTER * AND NUMBERS FOR ONE-TOUCH / # AND NUMBERS FOR SPEED

SET

→ []

ALPHA KEYS

→ []

TO ENTER NAME

SET

→ []

TO EXIT FROM FUNCTION

(HELP LIST of FAX-820MC)

Helpful Hints

An easy way to remember how to get help on using the functions is to access the function first and then press **HELP**. For example, if you want to get information on how to use the Auto Dial function, (as above), press **FUNCTION**, number 4 and then **HELP**.

HOW TO USE ON-SCREEN PROGRAMMING AND HELP KEY

• Example Three (How to get a list of available functions)

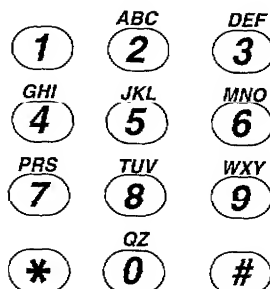
Press **FUNCTION** and you will see the Level 1 Function Menu scroll on the display. Press **HELP** and you will get a print out of the available functions.

***** HELP LIST *****		
<STEPS FOR KEY FUNCTIONS>		
1)PRESS FUNCTION <input type="text"/>		
2)SELECT A LEVEL ONE FUNCTION BY PRESSING NUMBER KEY (FROM THE SELECTION CHART ON THE RIGHT) <input type="radio"/>		
3)SELECT A LEVEL TWO FUNCTION BY PRESSING NUMBER KEY <input type="radio"/>		
4)SELECT THE DESIRED SETTING USING THE ARROW KEYS <input type="text"/> <input type="text"/> ← →		
5)PRESS SET <input type="text"/>		
6)PRESS STOP TO EXIT <input type="text"/>		
NOTE: MAKE SURE YOU FIRST SET TONE/PULSE(FUNCTION 6-1), DATE/TIME(FUNCTION 7-1) AND STATION ID(FUNCTION 7-4).		
<HOW TO USE VOICE ALARM>		
1)PRESS FUNCTION <input type="text"/>		
2)BETWEEN TWO SECONDS (CHOOSE ONE OF FOLLOWING) *PRESS RECORD TO SET VOICE ALARM <input type="text"/> *PRESS PLAY TO RE-PLAY <input type="text"/> *PRESS ERASE TO ERASE ALL MSG <input type="text"/>		
3)FOLLOW INSTRUCTION OF LCD DISPLAY		
<FUNCTION SELECTION CHART>		
LEVEL ONE	LEVEL TWO	OPTIONS
1.TEMP.SETTINGS---	1.TIMER	(STANDARD/SECURE)
	2.POLLING	(ON/OFF)
	3.CALL RESERVE	(AUTO/S.LIGHT/S.DARK)
	4.CONTRAST	(STD/FINE/S.FINE/PHOTO)
	5.RESOLUTION	(ON/OFF)
	6.OVERSEAS MODE	
2.CANCEL JOB		
3.PRINT REPORTS---	1.ACT.REPORT	
	2.ALL DIAL	
	3.TEL INDEX	
	4.COVERPAGE	
	5.CALL BACK MSG	
	6.USER OPTIONS	(ON/OFF)
	7.XMIT REPORT	
	8.MEMORY STATUS	
4.SET AUTO DIAL---	1.ONE-TOUCH DIAL	
	2.SPEED-DIAL	
	3.SETUP GROUPS	
5.USER OPTIONS ---	1.SMOOTHING	(ON/OFF)
	2.BEEPER	(OFF/LOW/HIGH)
	3.COVERPG ON/OFF	(ON/OFF)
	4.GRAY SCALE	(16/32)
	5.ERROR RE-TX	(ON/OFF)
6.TEL OPTIONS ---	1.TONE/PULSE	(TONE/PULSE)
	2.RING DELAY	(8/1/2/3/4)
	3.AUTO REDIAL	(ON/OFF)
	4.SPEAKER VOLUME	(OFF/LOW/HIGH)
	5.F/T RING TIME	(10/20/30/60)
	6.RING VOLUME	(OFF/LOW/HIGH)
	7.DISTINCTIVE	(OFF/ON/SET)
7.SETUP SYSTEM ---	1.DATE/TIME	
	2.DAILY TIMER	
	3.INTERVAL	(OFF/6H/12H/24H/20/40/7D)
	4.STATION ID	(FAX/TEL/NAME)
	5.REMOTE CODE	(ON/OFF.SET CODE)
	6.SET COVERPAGE	
8.SETUP MSG CTR---	1.MEMORY USAGE	(TAD ONLY/FAX ONLY/COMBO EXT.TAD ONLY)
	2.BACKUP PRINT	(ON/OFF)
	3.FAX FWD/PAGING	(OFF/FAX FORWARD/PAGING)
	4.REMOTE ACCESS	
	5.ICM MAX.TIME	(20/25/30/35/40/45/50/55/60)
	6.OGM	(MSG CTR OGM/F/T OGM)
	7.PRINT FAX	
	8.RECORDING MODE	(NORMAL/HIGH)
	9.TOLL SAVER	(ON/OFF)
0.INTERRUPT		

(HELP LIST of FAX-820MC)

How to Enter Text in Function Mode

Each number key has two or three letters printed above it. The following keys "1", "#", and "*" have no printed letters because they have special characters.



By pressing the appropriate number key the correct number of times, you can access the character you want. When you are making certain settings, such as the Station ID settings, you need to enter text into your fax machine.

Key	once	twice	three times	four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	R	S	7
8	T	U	V	8
9	W	X	Y	9
0	Q	Z	0	Q

Let's say that you want to enter the initials "BR." Follow the example below.

KEYS TO BE PRESSED

1. Press **2** twice to enter the letter **B**.
2. Press **7** twice to enter the letter **R**.
3. Press **SET**.

STATUS OF LCD DISPLAY



FOR YOUR INFORMATION

1. If you want to enter a blank space, press ► (right arrow) twice.
2. If you entered a letter incorrectly and want to change it, you can use ◀ (left arrow) to move the cursor back. When you reach the letter, you can enter a new one in it's place. You can only overwrite letters, not insert them, so you may have to go back and overwrite a lot of letters if you forget to enter a letter.
3. If you enter a character that is assigned to the same number key as the previous character, press ► (right arrow) to move the cursor to the right.

How to Enter Special Characters, Symbols and Punctuation Marks in Function Mode

1 key ----- ÄËÖÜÀÇÈÉ1
 * key ----- (space) !"#%&'()*+,-./
 # key ----- :;<=>?@[^_

The "1" key contains all the accented characters. The "*" and the "#" key are used for punctuation marks and symbols. Let's say that you want to enter the symbol "&". Follow the example below.

KEYS TO BE PRESSED

1. Press * to show a list of characters.
2. Press *, *, *, *, *, * (6 times).
3. Press ► (right arrow).

STATUS OF LCD DISPLAY

NAME : JAMES

MARK - !"#%&'()*+

MARK - !"#%&'()*+

NAME : JAMES &

4. TELEPHONE FUNCTION SETTINGS

There are some settings, such as the date and time, you should make to your fax machine before you begin using it. Once entered, these settings will remain in the machine until you change them. You can begin customizing the settings by pressing **FUNCTION** on the control panel. This activates the function mode and On-Screen Programming prompts. You can complete a variety of settings in this mode.

Setting the Dialing Mode (Tone/Pulse)

Your fax machine supports both tone (or multi-frequency) and pulse (or rotary) dialing. It is initially set to **TONE**, so you do not need to change the setting if you use that kind of line. If you are using a pulse dial line, you can change the setting to **PULSE** by following the steps below:

KEYS TO BE PRESSED

1. Press **FUNCTION**.
You will see scrolling options on the display. You can choose one.
2. Press **6**.
3. Press **1**.
After two seconds you will be automatically prompted to select pulse or tone.
4. Press ◀ (left arrow) or ▶ (right arrow) to find the dialing mode that matches your telephone line.
Example: **PULSE**.
5. Press **SET**.
6. Press **STOP** to return to the date and time.

STATUS OF LCD DISPLAY

01/01/1995 00:00

1.TEMP.SETTINGS

6.TEL.OPTIONS

1.TONE/PULSE

DIALING:TONE

SELECT ◀ ▶ & SET

DIALING:PULSE

1.TONE/PULSE

Ch. 4

Setting the Beeper Sound Level

If the beeper setting is **LOW** or **HIGH**, it will "beep" every time you press a key, make an error, or at the end of sending or receiving a fax.

The initial setting on your fax machine for the beeper is **LOW**. If you do not want the beeper on, select **OFF**, and if you want it loud, select **HIGH**.

TELEPHONE FUNCTION SETTINGS

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **5**.
3. Press **2**.
4. Press ◀ (left arrow) or ▶ (right arrow) until you get the setting you want.
Example: **OFF**.
5. Press **SET**.
6. Press **STOP** to return to date and time.

STATUS OF LCD DISPLAY

01/01/1995 00:00

1. TEMP. SETTINGS

5. USER OPTIONS

2. BEEPER

BEEPER: LOW

SELECT ◀ ▶ & SET

BEEPER: OFF

2. BEEPER

Setting the Date and Time

Your fax machine shows the date and time on the display and prints it on every fax page you send. You can set the date and time in function mode.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **7**.
3. Press **1**.
4. Enter the last two digits of the year.
Example: **94**.
5. Enter two digits for the month.
(JAN. = 01, OCT. = 10, etc.)
Example: **09**.
6. Enter two digits for the day.
Example: **12**.
7. Enter the time in 24-hour format.
Example: **15:25** (3:25 P.M.).
8. Wait for two seconds.
9. Press **STOP** to exit and view the new date and time.

STATUS OF LCD DISPLAY

01/01/1995 00:00

1. TEMP. SETTINGS

7. SETUP SYSTEM

1. DATE/TIME

ENTER YEAR: XX

ENTER YEAR: 94

ENTER MONTH: XX

ENTER MONTH: 09

ENTER DAY: XX

ENTER DAY: 12

ENTER TIME: XX:XX

ENTER TIME: 15:25

1. DATE/TIME

09/12/1994 15:25

Setting the Station ID

The Station ID is for identification purposes. Here you can store your name, fax number, and telephone number. Your machine then prints this information on the electronic Cover Page and every fax page you send.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **7**.
3. Press **4**.
You will then be prompted to enter your fax number.
4. Enter your fax number (up to 20 digits).
Example: **4155554444**.
5. Press **SET**.
You will now be prompted to enter your telephone number.
6. Enter your telephone number (up to 20 digits).
If your telephone number and fax number share the same line, enter the same number again.
Example: **4155554445**.
7. Press **SET**.
You will be prompted to enter your name or company's name.
8. Enter your name by using the number keys (up to 20 characters).
Example: **BROTHER**.
Refer to the section "How to Enter Text in the Function Mode" on the page 3-10~11.
9. Press **SET** to confirm the entry.
10. Press **STOP** to return to date and time.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

7. SETUP SYSTEM

4. STATION ID

FAX:

ENTER & SET

FAX: 4155554444

TEL:

ENTER & SET

TEL: 4155554445

NAME:

ENTER & SET

NAME: BROTHER

4. STATION ID

- Helpful Hints**
1. The telephone number that you stored above is only used for the Call Back Message and the Cover Page features.
 2. If you do not enter a fax number, no additional information can be entered.
 3. When you enter a space, use **▶** (right arrow). Then it will be registered as a blank space, " ".
 4. If Station ID has already been programmed, then after Step 3 the name will be displayed with the prompt "1" to change "2" to exit. Press "1" if you need to change any information. Pressing "2" to exit will take you out of the function.

NOTICE

The Telephone Consumer Protection Act. of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machines or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the steps on the previous page.

Storing One-Touch Dial Numbers

You can dial numbers automatically by storing telephone or fax numbers as One-Touch dial numbers. You can also store names with the numbers so that when you call, you can verify the destination on the display. You can store a maximum of 10 phone numbers for FAX-810MC (01 to 10) and 20 phone numbers for FAX-820MC (01 to 20). To use 11 to 20 One-Touch number locations (only for FAX-820MC), you need to press **SHIFT**. For example, One-Touch location "11" is accessed by pressing **SHIFT** + One-Touch "01" simultaneously. Here is how to store a telephone number as a One-Touch dial number:

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **4**.
3. Press **1**.
4. Press one of the **One-Touch** keys you want to use to store a number.
Example: **One-Touch 05**.
The One-Touch keys are not the number keys.
5. Enter the number (up to 20 digits).
Example: **14155551212**.
6. Press **SET**.
You then will be prompted to enter the name or company associated with this number.
7. Enter the name by using the number keys (up to 15 characters).
Example: **NJ OFFICE**.
(See pages 3-10~11 for how to enter text.)

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

4. SET AUTO DIAL

1. ONE-TOUCH DIAL

SELECT ONE-TOUCH

*05:

ENTER & SET

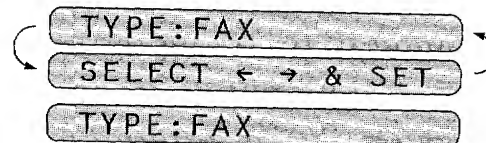
*05:14155551212

NAME:

ENTER & SET

NAME: NJ OFFICE

8. Press **SET**.



9. Select the type of number (FAX, TEL, F/T, CHAIN) by using ◀ (left arrow) or ▶ (right arrow) to find the type you want.
(See For Your Information below.)
Example: **FAX**.

10. Press **SET**.



11. Return to step 4 to enter another number, or press **STOP** to return to date and time.

Helpful Hints

If you have to wait for a dial tone when you get access to the outside line, you should use **REDIAL/PAUSE**. When you press **REDIAL/PAUSE**, a dash “-” will appear on the display. By storing the numbers with a pause, you can create a delay of 3.5 seconds.

FOR YOUR INFORMATION

Types of Numbers

When you store a number as a One-Touch or as a Speed-Dial number, you have a choice of choosing the type of number. There are 4 options:

1. FAX (A fax number).
2. TEL (A telephone number).
3. F/T (Both a fax number and a telephone number).
4. CHAIN (A number, usually an access code, for chain dialing).

Chain Dialing

Sometimes you may want to choose from among several long-distance carriers when you make a call. This is because rates may vary depending on the time and destination. To take advantage of low rates, you can register the access code of a long-distance carrier as a One-Touch or a Speed-Dial number for chain dialing. To do this, you store the access code as you would a regular number and register it as a “chain” number. (See step 9 on this page.) Then, when you want to make a call, you use this number in combination with the regular number, which also may be a One-Touch or a Speed-Dial number.

When more than one stored number is used to dial, the first number(s) must be called type CHAIN, the last number in the sequence may be either type FAX, TEL or F/T.

This is also important for transmissions using credit cards.

If you want to store a phone/credit card number to be used in your dialing sequence, you must store that phone/credit card number as a “chain” number. You can start a chain dialing call by pressing a One-Touch key or Speed-Dial number where your chain number is stored. Next you press another One-Touch or Speed-Dial number for the regular phone number (either FAX, TEL or F/T number), or enter the number manually. And then press **START** to begin calling.

NOTE: When you send a fax using your credit card number in chain dialing, do **NOT** send a cover page because your credit card number will be on it.

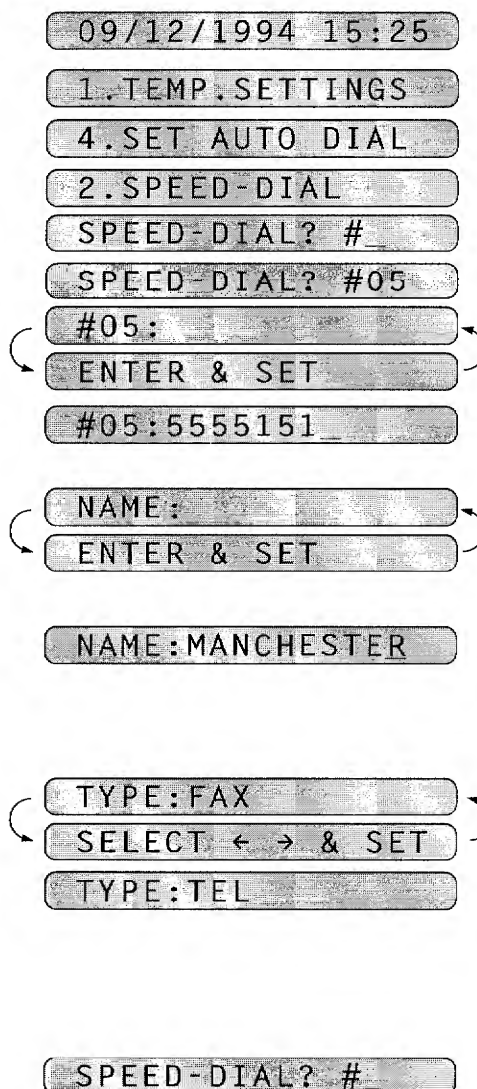
Storing Speed-Dial Numbers

When you store a phone or fax number as a Speed-Dial number, you need to enter a **two-digit number**, from 01 to 20 for FAX-810MC and from 01 to 40 for FAX-820MC using the number keys. For example, you cannot enter "5". You need to enter "0", "5". You can store as many as 20 numbers (FAX-810MC) or 40 numbers (FAX-820MC) as Speed-Dial numbers.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **4**.
3. Press **2**.
4. Use the number keys to enter a two-digit number.
Example: **05**
5. Enter the number (up to 20 digits).
Example: **5555151**.
6. Press **SET**.
You then will be prompted to enter the name or company associated with this number.
7. Use the number keys to enter a name (up to 15 characters).
Example: **MANCHESTER**.
(See pages 3-10~11 for how to enter text.)
8. Press **SET**.
9. Select the type of number (FAX, TEL, F/T, CHAIN) by using ◀ (left arrow) or ▶ (right arrow) to display the type you want.
Example: **TEL**.
10. Press **SET**.
11. You are ready to enter another Speed-Dial number, or press **STOP** to return to the date and time.

STATUS OF LCD DISPLAY



- Helpful Hints**
1. Print the All Dial List to make sure you have stored the correct numbers. (See page 11-3.) This list will contain the type of number: FAX, TEL, F/T, or CHAIN.
 2. **Even if there should be a loss of electrical power to your fax machine, the telephone and fax numbers you have stored will not be lost.**

FOR YOUR INFORMATION

When You Wish to Change the Stored One-Touch and Speed-Dial Numbers (During Step 4 on Page 4-4, 6, 8)

When you access the function for a One-Touch key or Speed-Dial number, that is already in use, you will be asked if you wish to change it or to exit and select a different One-Touch or Speed-Dial number. This display does not appear if the One-Touch key or Speed-Dial number you chose is not assigned.

1. Press **1** to assign a new number to the One-Touch key or Speed-Dial number, or press **2** to choose a different One-Touch key or Speed-Dial number.



2. If you are replacing an existing number with a new one, the old number and name will appear in the display. Press **CLEAR** to erase the old number and name. Then, enter the new number and name and press **SET** to store the entry.

Memory Storage

Your fax machine is equipped with an internal battery that will keep the memory working for up to two hours after power has been cut off. After that time, the date and time will be lost and you will have to re-enter the information. All other settings in the SET AUTO DIAL, USER OPTIONS and SETUP SYSTEM functions are stored permanently and will be retained even in the event of a power failure. (See page 8-21.)

- Helpful Hints**
- If your fax machine is connected to a PBX, you may need to insert an additional number before each fax or telephone number to access an outside line.

Setting Up Number Groups

Number Group allows you to send the same fax message to many fax numbers by pressing only one One-Touch key. (Broadcasting.) You must store each fax number first as a One-Touch or Speed-Dial number. Then you can combine them into a Group. You can have up to 6 Groups and can assign up to 59 numbers for each Group. They can have a name up to 15 characters long.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **4**.
3. Press **3**.
4. Press one of the One-Touch keys to be the stored group number.
Example: select "One Touch 1" as a group.
5. After two seconds enter the group number by using the number keys.
Example: **1**.
6. Enter the One-Touch or Speed-Dial numbers in this group.
Example: **#03, #05, *02**. (Note: Use the # key and number keys for Speed-Dial numbers, and the * key and number keys for One-Touch numbers.)
7. Press **SET**.
8. Enter the group's name.
Example: **ALL BROTHER**.
9. Press **SET**.
10. Press **STOP** to return to the date and time.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

4. SET AUTO DIAL

3. SETUP GROUPS

SELECT ONE-TOUCH

SETUP GROUP: G0

ENTER & SET

SETUP GROUP: G01

G01:

ENTER & SET

G01: #03#05*02

NAME:

ENTER & SET

NAME: ALL BROTHER

3. SETUP GROUPS

Helpful Hints

You can print a list of all One-Touch numbers and Speed-Dial numbers. Group numbers will be listed under One-Touch numbers. (See page 11-3.)

5. USING THE UNIT AS A TELEPHONE

Your fax machine can be used to make regular telephone calls. You can dial numbers manually, by pressing the number keys, or by using One-Touch or Speed-Dialing.

Manual Dialing

1. Pick up the handset, or press **HOOK**.
2. When you hear a dial tone, you can begin dialing by pressing the number keys.
3. If you used **HOOK**, pick up the handset when the call is answered.

One-Touch Dialing

1. Pick up the handset, or press **HOOK**.
2. When you hear a dial tone, press the desired One-Touch key.
3. If you used **HOOK**, pick up the handset when the call is answered.

If you try to use a One-Touch number that has not been registered, you will hear a warning sound and the display will carry a message reading, "NOT REGISTERED". The display will return to normal after 2 seconds.

Speed Dialing

1. Pick up the handset or press **HOOK**.
2. When you hear a dial tone, press **SPEED DIAL** and then the two-digit Speed-Dial number.
3. If you used **HOOK**, pick up the handset when the call is answered.

Ch. 5

FOR YOUR INFORMATION

Using Keys with the Telephone

- Use **REDIAL / PAUSE** for putting a pause between numbers.
- Use **HOLD** to put a call on hold. You can put down the handset without disconnecting the call. You must pick up the fax handset to release the call from **HOLD**.
- Use **#** to switch the dialing type from "pulse" to "tone". This key is also used for push-button services, such as those offered by banks, credit card companies, or paging services.

On Hook Dialing

When you make a call using **HOOK**, you can listen to the other end of the line, but they can't hear you unless you pick up the handset. Also, if you press **HOOK** a second time, the call will be disconnected.

Telephone Index (Only for FAX-820MC)

Once you have registered a name and number as a One-Touch number or as a Speed-Dial number, you can search for that name alphabetically using the Telephone Index. You can also dial a number directly from the Telephone Index.

KEYS TO BE PRESSED

1. Press **TEL-INDEX**.
2. Use the number keys to input the first character of the stored name, and press ◀ (left arrow) or ▶ (right arrow) to find the name.
3. Pick up the handset, or press **HOOK**.
4. Press **START** to begin dialing.
-Return the handset to its cradle or press **HOOK** to cancel the call.

STATUS OF LCD DISPLAY

09/12/1994 15:25

TEL. INDEX

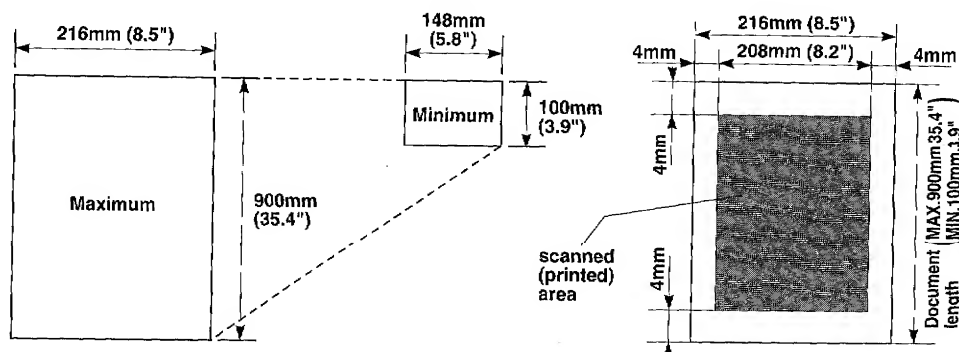
NJ OFFICE

NJ OFFICE

6. SENDING FAXES

A) DOCUMENT BASICS

The Size of Your Documents



The size of the documents you want to send by fax should not be larger (or smaller) than your fax machine can accommodate. The documents should each be between 148 and 216 mm (5.8 and 8.5 inches) wide and between 100 and 900 mm (3.9 and 35.4 inches) long.

The maximum width of the scanned area is 208 mm (8.2 inches), which can be printed on the recording paper of the recipient's fax.

How to Insert the Document

To send a fax, first insert the document you wish to send, face down, in the document feeder. The top edge of the document should go in first, or the fax will be received up side-down.

To prevent the document from going crooked as it is fed, adjust the paper guides to fit the width of the document.

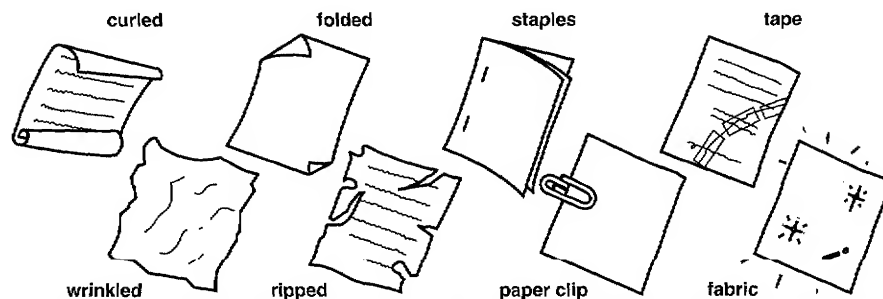


Ch. 6

NOTICE

• About the Documents You Send...

Do not use documents that are curled, wrinkled, folded, ripped, or that contain staples, paper clips, paste, or tape. Also, do not use cardboard, newspaper, or fabric.



The Auto Document Feeder (ADF)

The Auto Document Feeder (ADF) automatically feeds documents (**up to 15 pages**) into the fax machine, one at a time. The thickness and weight of the documents should fall into the following categories:

Thickness: For one sheet: 0.07 to 0.12 mm (2.8×10^{-3} to 4.7×10^{-3} inches).
For multiple sheets: 0.07 to 0.10 mm (2.8×10^{-3} to 3.9×10^{-3} inches).

Weight: For one sheet: 52 to 85 g/m² (0.07×10^{-3} to 0.121×10^{-3} lbs/inch²).
For multiple sheets: 52 to 80 g/m² (0.07×10^{-3} to 0.114×10^{-3} lbs/inch²).

As a reference, please note that the paper on which this is printed has the following thickness and weight:



Thickness: 0.10 mm (3.9×10^{-3} inches)

Weight: 80 g/m² (0.114×10^{-3} lbs/inch²)

Before inserting documents into the document feeder, fan the sheets of paper to make sure the documents are not stuck together. Then tap the leading edge on a table so that all the pages are even when placed in the feeder. Make sure you always put the documents in *face down*.

Getting Ready to Send a Fax

Resolution

You can choose a setting (STANDARD, FINE, SUPERFINE, or PHOTO) for the resolution any time before you press **START** or **COPY**. You can choose a setting by pressing the Resolution key. ( means light off,  means light on.)

STANDARD



The STANDARD resolution can be used for most typewritten text. When the STANDARD setting is on, both lights are off. Transmission speed is normal.

FINE



The FINE resolution is an ideal setting to use if you want to send documents that have small print. When the FINE setting is on, the FINE light will be lit. Transmission speed is slower than STANDARD.

SUPERFINE



The SUPERFINE resolution is a good setting to use for documents with very small print or artwork. When the SUPERFINE setting is on, the S. FINE light will be lit. Transmission speed is slower than FINE.

PHOTO



The PHOTO resolution is ideal for sending documents that have varying shades of gray, such as photographs. The PHOTO setting is on when both lights are lit. Transmission speed is slower than FINE.

To set different resolutions for each page, refer to "Multiple Resolution Transmission" on page 6-14.

Contrast

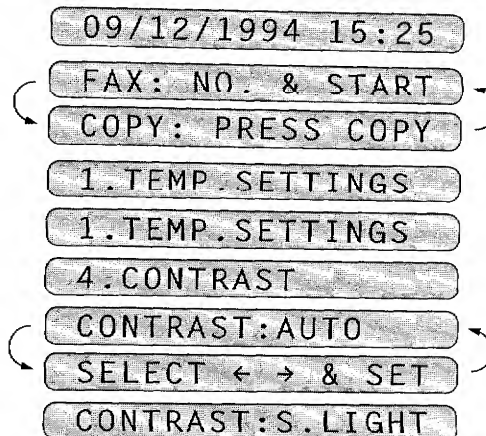
The fax machine has automatic contrast control, but if you need to send a document that is very light or very dark, you may want to set the contrast yourself.

Use **SUPER LIGHT** to send a very light document.

Use **SUPER DARK** to send a very dark document.

KEYS TO BE PRESSED

1. Place the documents face down in the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **4**.
The display will alternate messages.
5. Use ◀ (left arrow) or ▶ (right arrow) to select one of the settings, **AUTO**, **S.LIGHT**, or **S. DARK**.
Example: **S.LIGHT**.
6. Press **SET**.
7. Press **STOP** to exit.

STATUS OF LCD DISPLAY

Ch. 6

Then start fax sending operation (see page 6-3) or copy (see page 9-1).

B) BASIC FAX TRANSMISSIONS**FOR YOUR INFORMATION*****Sending a Fax***

There are 3 basic ways of sending a fax:

1) **Manual transmission:**

You can talk or listen to the other party before you send a fax by picking up the handset and dialing the number. After the other party has finished talking and has pushed its **START** button, you will be able to send your fax by pressing your **START** key and putting the handset back down in its cradle. (If you call and all you hear is the chirping sound of a fax machine, you can go ahead and press your **START** key, and then put down the handset.)

FOR YOUR INFORMATION

2) Automatic transmission:

You can send a fax without picking up the handset or without pressing **HOOK** by dialing the fax number and then pressing **START**.

a. One-Touch Dialing

Press one of the One-Touch keys. (The numbers must be stored beforehand. See page 4-4~5.) Then press **START**.

b. Speed-Dialing

Press **SPEED DIAL**, then use the number keys to enter a two-digit number. For example, press "0", "5" for 05. (The numbers must be stored beforehand. See page 4-6.) Then press **START**.

c. Telephone-Index (only for FAX-820MC)

You can use the Tel-Index to make telephone or fax calls. (See page 5-2.)

3) Timer transmission:

It is possible to send documents at a later time by using the **TIMER** function. (See page 6-7.)

Talking to the Other Party When Sending a Fax

When you are sending a fax manually and you hear the recipient's voice instead of fax tones, you can use the handset to have a conversation. When or if you want to then send a fax, ask the person on the other line to press **START** on his/her fax machine and when you hear fax tones you can press **START** to begin sending your fax.

Sending a Fax Automatically

KEYS TO BE PRESSED

1. Insert the documents face down in the feeder.
2. Enter a fax number.
Example: One-Touch dialing.
3. Press **START**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

NJ OFFICE

DIALING

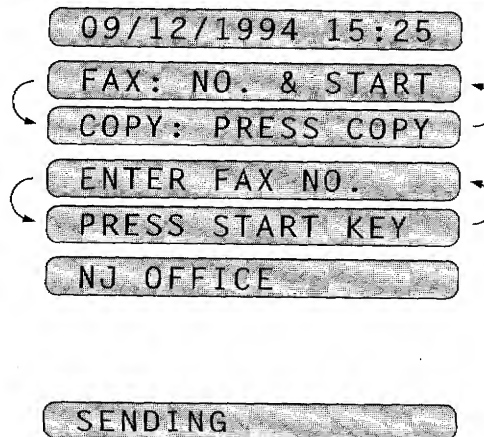
SENDING P.01

Sending a Fax Manually

KEYS TO BE PRESSED

1. Insert the documents face down in the feeder.
2. Pick up the handset or press **HOOK** and listen for the dial tone.
3. Dial the fax number.
You can use manual dialing, One-Touch dialing, Speed-Dialing, or Tel-Index (only for FAX-820MC).
4. When you hear a fax tone, press **START**.
Your fax machine will begin sending the documents.
5. Return the handset to its cradle, if you did not use **HOOK**.

STATUS OF LCD DISPLAY



Automatic and Manual Re-dialing

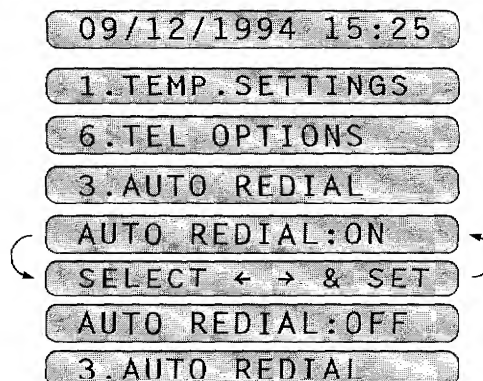
If a number you have dialed is busy or your call did not go through for some other reason, you can re-dial that number. There are two ways for re-dialing, "automatic" and "manual". Automatic re-dialing can only be used for faxes that were sent using automatic transmission—not for telephone calls. The factory setting is "auto re-dial on", but you can change it to "auto re-dial off", if needed. If the re-dial function is set to "auto re-dial on", it will automatically re-dial the number 3 times at 5 minutes intervals before giving up. Whether the setting is on or off, the fax machine will re-dial the last dialed number when you press **REDIAL/PAUSE** (manual re-dialing).

Setting the Auto Re-dial

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **6**.
3. Press **3**.
4. Use ◀ (left arrow) or ▶ (right arrow) to turn the auto re-dial function ON or OFF.
Example: **OFF**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY



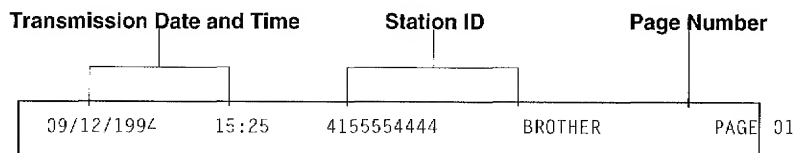
FOR YOUR INFORMATION

Possible Settings When You Send a Fax Manually

- Resolution (See page 6-2, 6-14.)
- Contrast (See page 6-3.)
- Cover Page (See page 6-15.)
- Overseas Mode (See page 6-13.)
- Call Reservation (See page 6-19.)

Printing Page Headers

Your fax machine can print a page header on top of every document you send. It is printed on the receiving party's fax paper. It contains the date and time of transmission, your fax number and name (Station ID), and page number. Of course you need to register your Station ID beforehand for that information to be available.



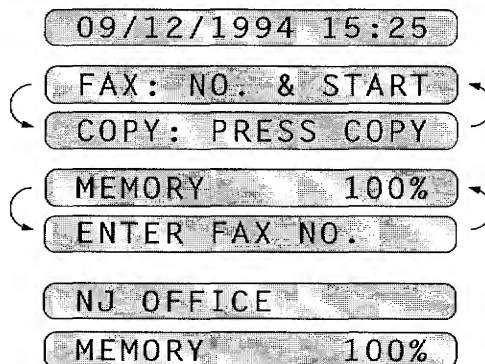
Sending a Fax by Using Quick-Scan (Memory Transmission)

If you are faxing a set of documents that are confidential in nature or you just need your original documents right away, you don't have to stand at the machine and wait for the transmission of each page to be completed. You can use Quick-Scan in order to get your original documents quickly before transmission.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **Q.SCAN**.
The display indicates how much memory is available.
3. Enter the fax number.
4. Press **START** to begin scanning the documents into memory. Once completed, the fax machine will dial the destination.

STATUS OF LCD DISPLAY



Helpful Hints

You can not use Quick-Scan when you select TAD ONLY mode in the Message Center mode. (See page 8-1.)

FOR YOUR INFORMATION

If You Get a MEMORY FULL Message When Trying to Send a Fax by Using Quick-Scan

If the memory becomes full when scanning page one, the display shows "PRESS STOP KEY", then press **STOP** to abort the job.

If the memory becomes full on page 2 or more of a multi-page document, you will be prompted to press **START** to send the portion already scanned, or **STOP** to abort the job.

Delayed Transmission

You can set the timer to send documents at a later time (up to 24 hours later). Your fax machine will also produce a report, the "Delayed Sending Report", after the fax is sent. You can set up to three different documents for delayed transmission.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **1**.
5. Enter the time in 24-hour format using the number keys.
Example: **19:45** (7:45 P.M.).
6. Wait for two seconds.
7. Press **STOP**.
8. Enter the fax number.
9. Press **START**.
The fax machine waits until the specified time to call.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

1.TEMP.SETTINGS

1.TEMP.SETTINGS

1.TIMER

SET TIME=00:00

SET TIME=19:45

1.TIMER

ENTER FAX NO.

PRESS START KEY

NJ OFFICE

TIMER WAITING

Setting the Daily Timer (for Delayed Transmissions)

The Daily Timer function lets you send a fax at a set time every day. This is handy for sending delayed jobs that must go out at the same time daily. Once you make this setting, you don't have to enter the time everyday. The setting will stay the same until you change it.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **7**.
3. Press **2**.
4. Enter the time in 24-hour format using the number keys.
Example: **19:45** (7:45 P.M.)
5. Wait for two seconds.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

7. SETUP SYSTEM

2. DAILY TIMER

ENTER TIME: 00:00

ENTER TIME: 19:45

2. DAILY TIMER

Broadcasting

By using the numbers you have stored for One-Touch dialing, Speed-Dialing, or group dialing, you can automatically send faxes to a maximum of 60 different locations for FAX-820MC and 30 locations for FAX-810MC at once.

KEYS TO BE PRESSED

1. Insert documents into the feeder.
2. Press **Q.SCAN**.
3. Enter the One-Touch, Speed-Dial, or group number, one after the other.
Example: Group number.
4. Press **START** and the fax machine will read the documents into memory, and then start sending faxes to all the numbers you entered.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

MEMORY 100%

ENTER FAX NO.

ALL BROTHER

MEMORY 100%

DIALING

SENDING P. 01

FOR YOUR INFORMATION

Getting Familiar with the Broadcasting Function

1. To stop the broadcast in progress, press **STOP**.
2. Enter the chain dialing numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call becomes limited. (You have up to 30 locations for FAX-810MC and 60 locations for FAX-820MC you can call with One-Touch, Speed-Dialing, and group numbers.)
3. If the line is busy or for some other reason a connection could not be made during broadcasting, the fax machine will automatically re-dial the number. (See page 6-5.)
4. If the memory is full, press **STOP** to abort the job or press **START** to send the portion that is in the memory (if more than one page has been scanned.) (See page 6-7.)

- Helpful Hints**
- * (Only for FAX-820MC) Use the Telephone Index to help you choose the numbers you want to broadcast to. (See page 5-2.)
 - * After transmission is completed, a Broadcast Report will be printed automatically to let you know the result of transmission.
 - * You can not use the Broadcasting function when you select TAD ONLY in the Message Center mode. (See page 8-1.)

Sending by Multi-Transmission (Only for FAX-820MC)

Use multi-transmission for sending several different faxes to several destinations at once. For example, you can automatically fax "Document A" to one destination and "Document B" to another destination.

This is not to be confused with Broadcasting, which is sending one document(s) to many destinations.

If you desire, you can combine this function with broadcasting so that you can fax different documents to different lists of people at the same time. To do this, you store various sets of documents in memory. Then, for example, you can automatically fax "Document A" to one list of people and "Document B" to another list of people. You can preset 3 different documents including timer transmission in memory.

KEYS TO BE PRESSED

1. Insert "Document A" into the feeder.
2. Press **SHIFT + Q.SCAN** together to send by multiple transmission.
The display shows remaining memory.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

MULTI TX 100%

ENTER FAX NO.

3. Enter the fax number. (Or a series of numbers if you are broadcasting.)
4. Press **START** to start scanning documents.
5. Insert "Document B" within 30 seconds after "Document A" has been scanned. (After 30 seconds if there are no further documents, the fax machine starts sending what it has.)
6. Repeat the step 2, 3, 4 for the third document.
7. After 30 seconds, your fax machine will start sending them in scanned order.

NJ OFFICE

MULTI TX 100%

09/12/1994 15:27

ENTER FAX NO.

PRESS START KEY

MULTI TX 70%

DIALING

- Helpful Hints**
1. If you press only **Q.SCAN** instead of **SHIFT + Q.SCAN** for the last document, your fax machine will start dialing without waiting for 30 seconds.
 2. Multi-transmission is available for up to three selections, however the total number includes Timer transmission. If you set one timer transmission, multi transmission is available for two documents.
 3. (Only for FAX-820MC) You can not use the Multi Transmission function when you select **TAD ONLY** in the Message Center Mode since all the memory will be used for voice calls. (See page 8-1.)

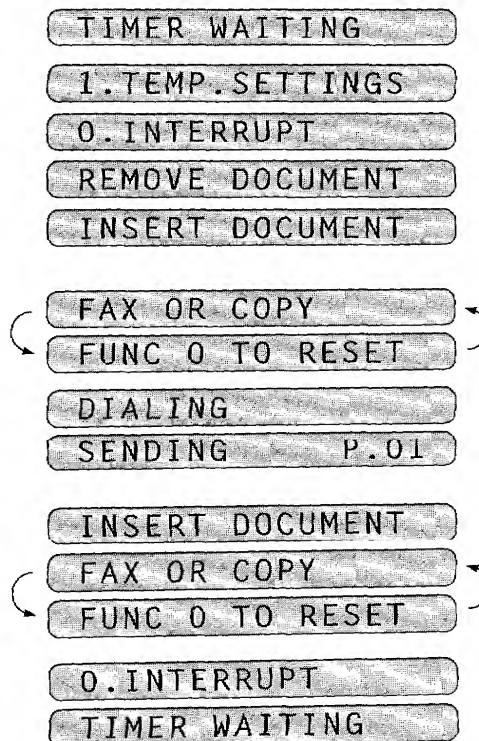
Interrupting the Timer and Polled Job

You can send a fax without canceling the timer (see page 6-7) or polled waiting (see page 10-2) with documents in the feeder by "interrupting" it. When you interrupt the timer to send a "new" set of documents, the fax machine does not automatically re-dial the number if it is busy. Also, you cannot use the function mode when you are interrupting the timer or polled waiting. Example: TIMER WAITING with document in the feeder.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **0**.
3. Wait for two seconds.
4. Remove documents from the fax machine.
5. Place the "new" documents into the feeder.
6. Enter the new number to send the documents to, then press **START**.
7. After the transmission is finished, place the "old" documents back into the feeder.
8. Press **FUNCTION** and **0** to restore the timer.

STATUS OF LCD DISPLAY



Canceling a Job

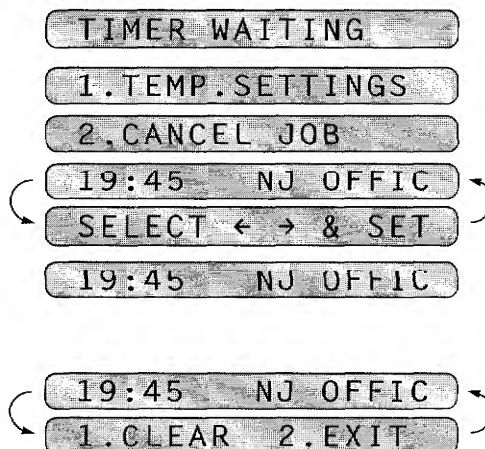
Use the cancel job function to permanently remove scheduled tasks such as polling or polled job (see page 10-2) and timer jobs (see page 6-7) from your fax machine.

Example: TIMER WAITING with documents in the feeder.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **2**.
Any waiting jobs that have been set up will appear in the display.
3. Press ◀ (left arrow) or ▶ (right arrow) to select the job you wish to cancel.
4. Press **SET**.
5. Press **1** to cancel the selected job, or **2** to exit without canceling.
If **1** is selected, the job will be canceled and the next job in the queue will appear in the display.
6. To cancel the next job, press **1** again.
To exit, simply press **2**.
In the event that no jobs are waiting to be processed, a "NO JOB WAITING" message will appear in the display.

STATUS OF LCD DISPLAY



C) FAX TRANSMISSION OPTIONS

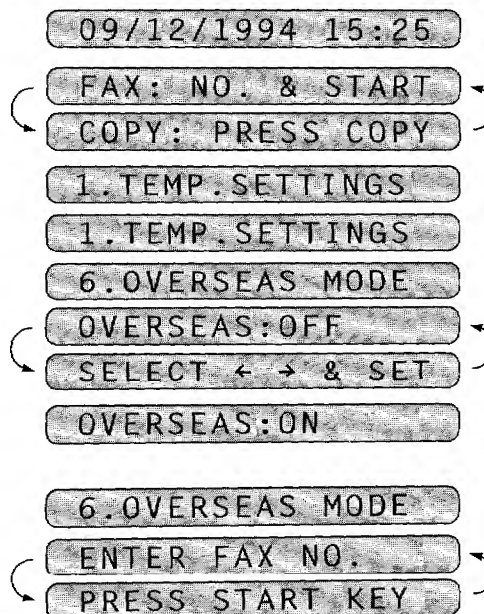
Setting the Overseas Mode

If you experience difficulty with sending faxes overseas, you may want to use the Overseas mode. Using the Overseas mode is an effective way to send faxes overseas.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **6**.
5. Press ◀ (left arrow) or ▶ (right arrow) to switch to ON.
6. Press **SET**.
7. Press **STOP** to exit.
8. Then start fax sending operation.
(See page 6-3.)

STATUS OF LCD DISPLAY



Ch. 6

After sending your fax, the machine will switch itself OFF.

Setting Your Fax Machine for Multiple Resolution Transmission

This is a temporary setting for the current transmission.

You can set the resolution of the documents you send by pressing **RESOLUTION**. Once you set the resolution, all the pages will be sent at the same resolution. However, there may be times when you want to send some pages at one resolution, such as "standard", and other pages in another resolution, such as "photo." If you send all pages in photo resolution, for instance, it would take a great deal of time. It would be better to specify the resolution for each page to minimize transmission time. This is possible using the 1. TEMP. SETTINGS function.

KEYS TO BE PRESSED

1. Place the documents into the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **5**.
5. Press ◀ (left arrow) or ▶ (right arrow) to find the resolution you want for the page in your documents.
Example: **FINE**.
6. Press **SET**.
Return to step 5 for setting the resolution for page 2 and the following pages.
7. When you finish setting the resolution for all your pages, press **STOP**.
8. Enter the fax number.
9. Press **START**.

The resolution will revert to **STANDARD** after the documents have been sent.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

1. TEMP. SETTINGS

1. TEMP. SETTINGS

5. RESOLUTION

PAGE 01: STANDARD

SELECT ◀ ▶ & SET

PAGE 01: FINE

PAGE 02: FINE

FAX: NO. & START

COPY: PRESS COPY

Gray Scale

You can set initial gray scale level to either 16 or 32. The default setting is 32. This is the initial level of photo mode, which is effective for sending photographs. If you try to send a document in 32 level photo mode and the receiving machine does not have super fine mode, the machine will fall back to the 16 level automatically. Therefore, if you send frequently to such a machine, you may want to set the initial gray scale level to 16.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **5**.
3. Press **4**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose either 16 or 32.
Example: 16.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

5. USER OPTIONS

4. GRAY SCALE

GRAY SCALE: 32

SELECT ◀ ▶ & SET

GRAY SCALE: 16

4. GRAY SCALE

Sending a Fax with a Cover Page

An automatic Cover Page will allow you to send details of who the fax is going to, who it is from and when it was sent. This is what the Cover Page looks like:

09/12/1994 15:25

=== COVER PAGE ===

TO: NJ OFFICE

FAX: 14155551212

FROM: BROTHER

FAX: 4155554444

TEL: 4155554445

03 PAGE[S] TO FOLLOW

COMMENT: PLEASE CALL

(1) The "TO" information comes from the One-Touch or the Speed-Dial memory. If you are dialing manually, the name of the destination will be left blank.

(2) The "FROM" information comes from the Station ID.

(3) The number of pages you are sending.*

(4) Your comments. You may customize comments.

* When Cover Page is sent each time by using the automatic settings (see page 6-18), the number of pages will be left blank.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **COVERPAGE**.
3. Use ◀ (left arrow) or ▶ (right arrow) to select the comment you want.
Example: **2. PLEASE CALL**.
4. Press **SET**.
5. Enter the number of pages you are sending. (Enter "0", "0" to leave the number of pages blank.)
Example: **03**.
6. Enter the fax number and press **START**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

1. COMMENT OFF

SELECT ◀ ▶ & SET

2. PLEASE CALL

TOTAL PAGES? :00

TOTAL PAGES? :03

ENTER FAX NO.

PRESS START KEY

DIALING

FOR YOUR INFORMATION

The Comments Section on the Cover Page

You can choose one comment from among 6 options. The first option is to send no comment at all. The next 3 are built-in comments, and the last two are ones you can set yourself. (For more information see page 6-17.)

1. COMMENT OFF
2. PLEASE CALL
3. URGENT
4. CONFIDENTIAL
5. (Your own customized comment).
6. (Your own customized comment).

Customizing Your Cover Page Comment

You can customize the comment on your Cover Page as follows:

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **7**.
3. Press **6**.
4. Press ◀ (left arrow) or ▶ (right arrow) to select 5 or 6 where you wish to store a comment.
Example: 5.
5. Press **SET**.
6. Enter your customized comment by using the number keys (up to 27 characters).
(See page 3-10~11 for more details.)
Example: **TOP SECRET**.
7. Press **SET**.
8. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

7. SETUP SYSTEM

6. SET COVERPAGE

5.

SELECT ◀ ▶ & SET

5.

5.

5. TOP SECRET

6. SET COVERPAGE

Ch. 6

Printing the Cover Page

You can print out a Cover Page to check the format.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **3**.
3. Press **3**.
You should press 4 instead of 3 on FAX 820MC.
4. Press **START**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

3. PRINT REPORTS

3. COVERPAGE

PRESS START KEY

PRINTING

Setting Cover Page ON/OFF

If you often send an automatic Cover Page, you can set it to ON to avoid having to set up the details of the Cover Page each time. Here is how you can switch the setting for the automatic Cover Page to ON or OFF:

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **5**.
3. Press **3**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose ON or OFF.
Example: **ON**.
5. Press **SET**.
6. If you selected ON, you need to select a comment, by pressing ◀ (left arrow) or ▶ (right arrow).
(See page 6-15~16.)
Example: **2. PLEASE CALL**.
7. Press **SET**.
8. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

5. USER OPTIONS

3. COVERPG ON/OFF

COVERPAGE: OFF

SELECT ◀ ▶ & SET

COVERPAGE: ON

1. COMMENT OFF

SELECT ◀ ▶ & SET

2. PLEASE CALL

3. COVERPG ON/OFF

FOR YOUR INFORMATION

Sending an Automatic Cover Page

If you have the Cover Page ON/OFF setting to ON, the total number of pages will not be printed on the Cover Page. Also, the comment you selected when you set it to ON will be printed on all the Cover Pages you send.

- Helpful Hints**
- Even if the Cover Page ON/OFF setting is ON, you can avoid sending an automatic Cover Page by pressing **COVERPAGE** once to turn off the Cover Page for that transmission.
 - If you want the total number of pages sent to be printed on the cover page, press **COVERPAGE** once to set the COVERPAGE ON/OFF option to OFF. Then press **COVERPAGE** once again and enter the number of pages. (See page 6-15~16.)

Sending a Fax When the Cover Page Is ON**KEYS TO BE PRESSED**

1. Insert the documents into the feeder. The display will say "COVERPAGE ON" for one second.
2. Enter the fax number.
3. Press **START**.
Your machine will begin transmitting the Cover Page and original document.

STATUS OF LCD DISPLAY

09/12/1994 15:25

COVERPAGE ON

FAX: NO. & START

COPY: PRESS COPY

NJ OFFICE

SEND COVERPAGE

SENDING P.01

Sending a Fax with Call Reservation

You can send a fax and then talk to the recipient using the Call Reservation feature. After your fax has been printed on the receiving end, the receiving fax machine will ring as if it were receiving a telephone call. If the recipient picks up the handset, your fax machine will ring. Then you can pick up your handset and start a conversation. If you have both Call Reservation and Call Back Message set to ON and the recipient does not pick up the handset when it rings, your fax machine will leave a fax message asking them to call you back.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **3**.
5. Press ◀ (left arrow) or ▶ (right arrow) to select Call Reservation ON or OFF.
Example: ON.
6. Press **SET**.
7. Press ◀ (left arrow) or ▶ (right arrow) to select Call Back Message ON or OFF.
Example: ON.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

1. TEMP. SETTINGS

1. TEMP. SETTINGS

3. CALL RESERVE

CALL RESERVE: OFF

SELECT ◀ ▶ & SET

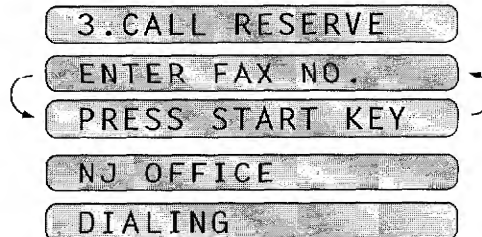
CALL RESERVE: ON

CALL BACK: OFF

SELECT ◀ ▶ & SET

CALL BACK: ON

8. Press **SET**.
9. Press **STOP**.
10. Enter the fax number.
11. Press **START**.
12. Pick up your handset if it rings.



09/12/1994 15:25

=== CALL BACK MESSAGE ===

TO: NJ OFFICE

FAX: 14155551212

FROM: BROTHER

PLEASE CALL AT [TEL] 4155554445

[FAX] 4155554444

FOR YOUR INFORMATION

Using the Call Reservation Function

1. There are some fax machines that will not respond to this function.
2. When you use auto re dialing, you cannot use the Call Reservation function, but if Call Back Message is ON, your fax machine will leave a Call Back Message to ask the other party call you back.
3. You cannot use Call Reservation with the timer or with the polling function.
4. You must register Station ID number to set Call Back Message: ON. (See page 4-3)

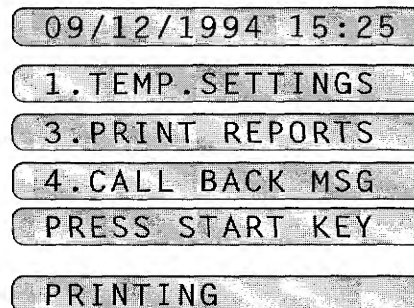
Printing the Call Back Message

You can print a Call Back Message to check the format.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **3**.
3. Press **4**.
- You should press **5** instead of **4** on FAX-820MC.
4. Press **START**.

STATUS OF LCD DISPLAY



Next-FAX Reservation

You can use Next-FAX Reservation for sending a fax when the fax machine is busy receiving or memory transmitting. This function saves you from having to wait until the incoming fax has finished coming through or the fax stored in the memory has finished transmission. All you have to do is insert the documents as you normally would and follow a few other simple steps.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Enter a fax number.
3. Press **START**.
4. Press **SET**.

STATUS OF LCD DISPLAY

RECEIVING P.01

ENTER NO & START

14155551234

PRESS SET

NEXT-FAX RESERVD

09/12/1994 15:25

DIALING

- If a One-Touch or SPEED DIAL number is selected that is not stored, a warning beep will sound.

FOR YOUR INFORMATION

1. Next-FAX Reservation cannot be used when there are documents in the document feeder awaiting timer transmission or polled waiting or when the interrupt function is in use.
2. When you are making a call using Next-FAX Reservation, you can dial manually, or use One-Touch, Speed-Dial, Redial, or Chain dialing. However, when you use One-Touch dialing, the screen will display the number of the One-Touch number you are using, such as "*01" and not the name of the person you are calling. Similarly, if you use Speed-dialing, the screen will show you only the Speed-Dial number, such as "#02".
3. You can set the resolution for Next-FAX Reservation by using **RESOLUTION**, but you cannot change any settings using the **FUNCTION** key. (For example you cannot change a setting for multiple resolution transmission by using function mode.)
4. To cancel a Next-FAX Reservation, remove the documents and press **STOP**.

ECM (Error Correction Mode) Feature

The Error Correction Mode (ECM) is a means for checking the integrity of a fax transmission while it is in progress. ECM transmissions are only possible between machines that both have the ECM feature. Your machine has this ECM feature so if other party also has ECM, you can send and receive a fax message that is continually checked for its integrity.

Sufficient memory must be available for this feature to work.

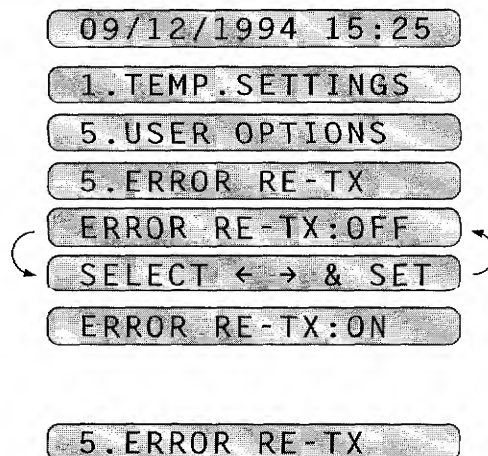
Error Re-Transmission

Error-Re Transmission is helpful when the receiving machine does not have ECM. Even though your machine cannot check the integrity of the message, it will send the page(s) again after occurrences of accidental noise have caused an error.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **5**.
3. Press **5**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose either ON or OFF.
Example: **ON**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY
















- This feature is only available for memory transmission using Quick-Scan (see page 6-6, 6-8~10).

7. RECEIVING FAXES AND OTHER CALLS

A) BASIC SETUP TO RECEIVE FAXES

Selecting an Answer Mode

There are 4 answer modes for your fax machine. You can choose one by pressing **MODE** repeatedly until you find the mode you want. Choose one that suits your needs. If you need more information about a particular mode, refer to the page number given.
(☐ means light off,  means light on.)

Answer Mode		For	See Page
1. MANUAL	 AUTO  MSG CTR  F/T	You must answer each call manually. Use this mode mainly for the telephone use.	7-2
If you want to answer each incoming call, choose MANUAL mode			
2. AUTO	 AUTO  MSG CTR  F/T	Dedicated fax use. Telephone line and fax line are separate.	7-2
If you use your telephone line exclusively for sending and receiving faxes, you may want to use AUTO mode. In this mode, you can receive all your incoming faxes automatically.			
3. F/T	 AUTO  MSG CTR  F/T	Both fax and telephone use. When you share one line for your telephone and fax machine.	7-3
If you want to use your telephone line for both fax and telephone, you may want to choose F/T mode. In F/T mode, your fax machine will answer incoming faxes automatically.			
4. MSG CTR	 AUTO  MSG CTR  F/T	Use MSG CTR to save voice or fax messages while you are out.	8-1

- When you want to use your fax machine as a Message Center, choose **MSG CTR** mode. Please read Chapter 8. (See page 8-1~25.)

Manual Reception (MANUAL mode)

When you set the Answer Mode to manual, you must answer each incoming call yourself. Here is what you should do when using MANUAL mode:

If You Get a...	Then You Should...
1. Regular phone call	Talk as you normally would.
2. Phone call and request to send a fax	Press START when finished talking, and replace the handset. Note: Sender must also press START .
3. Fax tone...	Press START , and replace the handset.

Automatic Fax Reception (AUTO mode)

You can automatically receive all your faxes in Automatic Fax Reception mode (AUTO mode). Select this mode by pressing **MODE**.

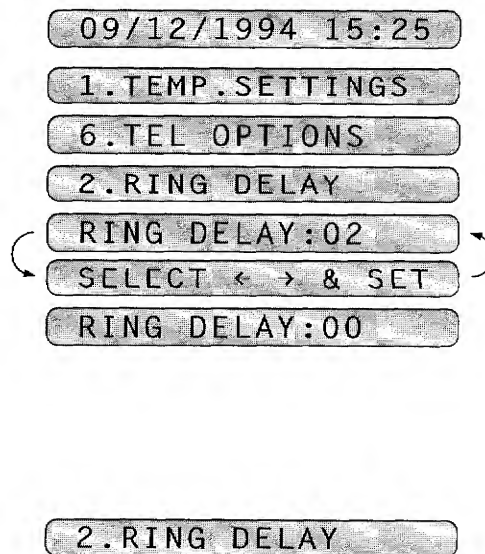
Setting the Ring Delay

You can set up the number of rings before the fax machine will receive automatically in AUTO and F/T mode.

KEYS TO BE PRESSED

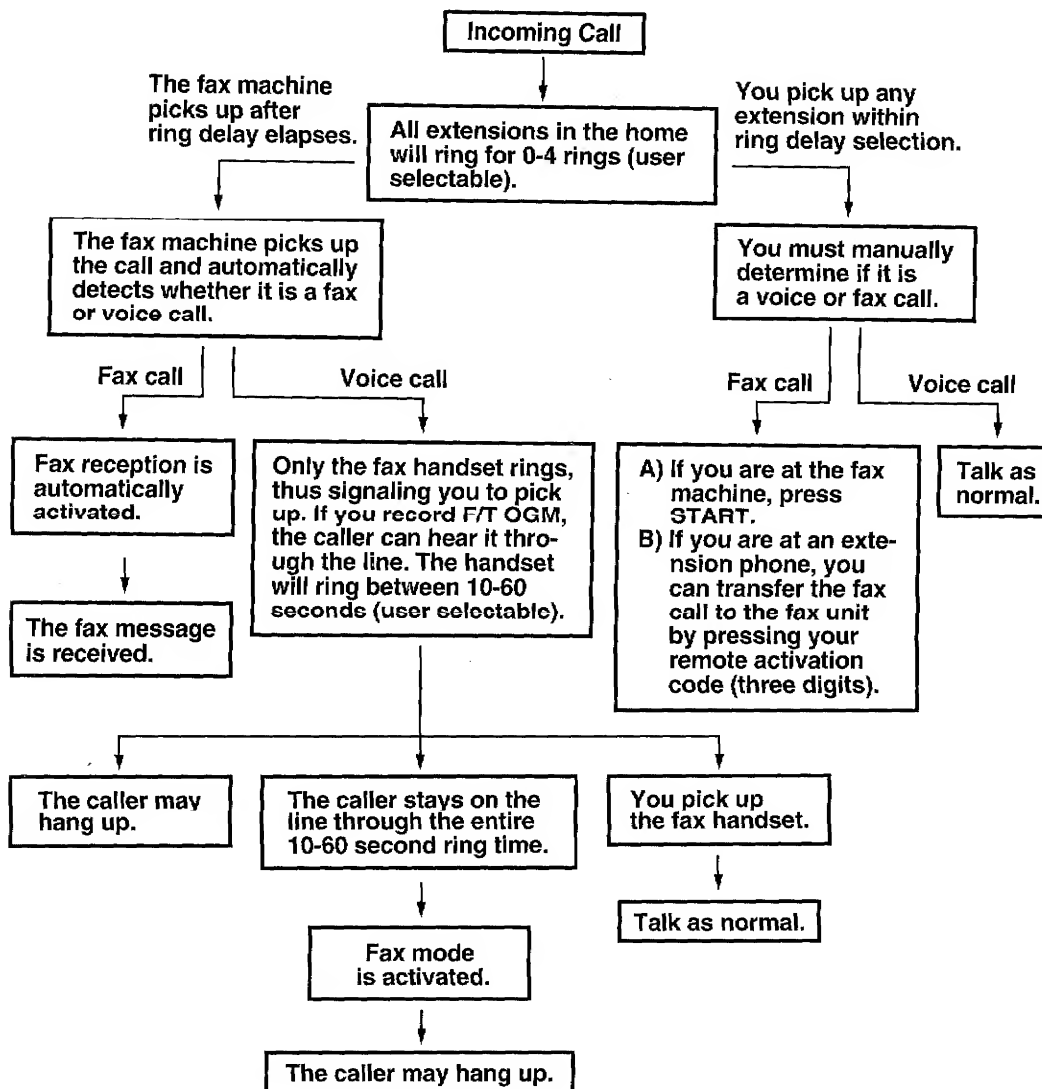
1. Press **FUNCTION**.
2. Press **6**.
3. Press **2**.
4. Press ◀ (left arrow) or ▶ (right arrow) repeatedly until you find the number of rings you want.
Example: **00**.
When you set 00, you can receive your incoming faxes without a ring delay.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY



The F/T Switch (F/T Mode)

When you share one line for your telephone and fax machine, in the F/T switch mode, the fax machine can determine whether an incoming call is a fax or a telephone call. (See Chart below.)



Setting the F/T Ring Time

You can specify the maximum time you want the fax machine to ring when set to telephone. There are four predefined settings; 10, 20, 30 or 60 seconds.

KEYS TO BE PRESSED

1. Press **FUNCTION**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

2. Press **6**.

3. Press **5**.

4. Press ◀ (left arrow) or ▶ (right arrow) repeatedly until you find the setting you want.
Example: 10 SEC.

5. Press **SET**.

6. Press **STOP** to exit.

6.TEL OPTIONS

5.F/T RING TIME

RING TIME:20 SEC

SELECT ◀ ▶ & SET

RING TIME:10 SEC

5.F/T RING TIME

Recording an F/T Outgoing Message (OGM)

You can store an outgoing message in your fax machine so that callers know what to do. For example, you can leave a message that says:

"Hi, I can not answer your call right now; please call me again later. If you send a fax, please wait until you hear a fax tone and press START key, or, press your three-digit remote activation code and press START key."

KEYS TO BE PRESSED

1. Press **FUNCTION**.

2. Press **8**.

3. Press **6**.

4. Press ◀ (left arrow) or ▶ (right arrow) repeatedly until you get the F/T OGM.

5. Press **SET**.

6. Press **RECORD**.

7. Pick up the handset.

8. Record a message within 20 seconds.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1.TEMP.SETTINGS

8.SETUP MSG CTR

6. OGM

MSG CTR OGM

SELECT ◀ ▶ & SET

F/T OGM

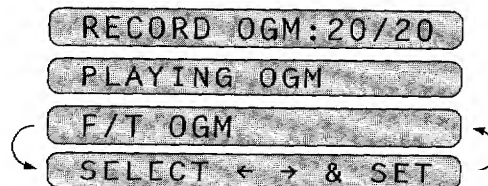
REC/ERASE/PLAY?

PICK UP HANDSET

RECORD OGM:00/20

RECORD OGM:15/20

9. Press **STOP**, and replace the handset.
The recorded message is played automatically.



10. Press **STOP** to exit.

Helpful Hints

It is not necessary to have an outgoing message. The F/T mode will work fine without one. It is only to help the caller understand the status of your machine.

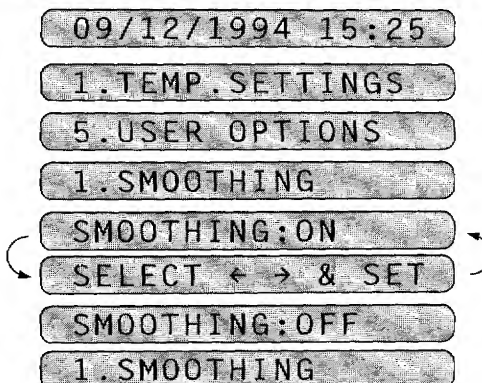
Smoothing

The smoothing feature enhances the appearance of incoming faxes by making the lines smooth and takes no additional time. This function does not apply to outgoing faxes, or to lists or reports you print. The initial setting is ON.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **5**.
3. Press **1**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose ON or OFF.
Example: **OFF**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY



Speaker Volume

There are three settings available for the speaker volume, OFF, LOW or HIGH. This setting controls the loudness of the fax machine's speaker, which is connected to the phone line. The initial setting is LOW.

KEYS TO BE PRESSED

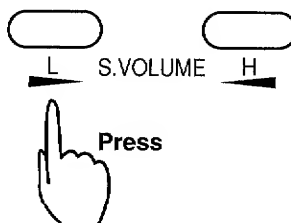
1. Press **FUNCTION**.
2. Press **6**.
3. Press **4**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose a setting either OFF, LOW or HIGH.
Example: **HIGH**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25
 1.TEMP.SETTINGS
 6.TEL OPTIONS
 4.SPEAKER VOLUME
 SPEAKER:LOW
 SELECT ◀ ▶ & SET
 SPEAKER:HIGH

4.SPEAKER VOLUME

If you want to change the speaker volume for the current call, use the panel key as below.

***Ring Volume***

You can set the ring volume to either OFF, LOW or HIGH. The initial setting is HIGH.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **6**.
3. Press **6**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose either OFF, LOW or HIGH.
Example: **LOW**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25
 1.TEMP.SETTINGS
 6.TEL OPTIONS
 6.RING VOLUME
 RING VOLUME:HIGH
 SELECT ◀ ▶ & SET
 RING VOLUME:LOW

6.RING VOLUME

Helpful Hints

Even the ring volume is set OFF, during F/T ringing and Call Reservation, it will ring with LOW volume.

FOR YOUR INFORMATION***Reception into Memory***

If the paper roll becomes empty, the LCD will display the message "PAPER ROLL EMPTY". Simply load a new roll of paper. (See page 1-2.)

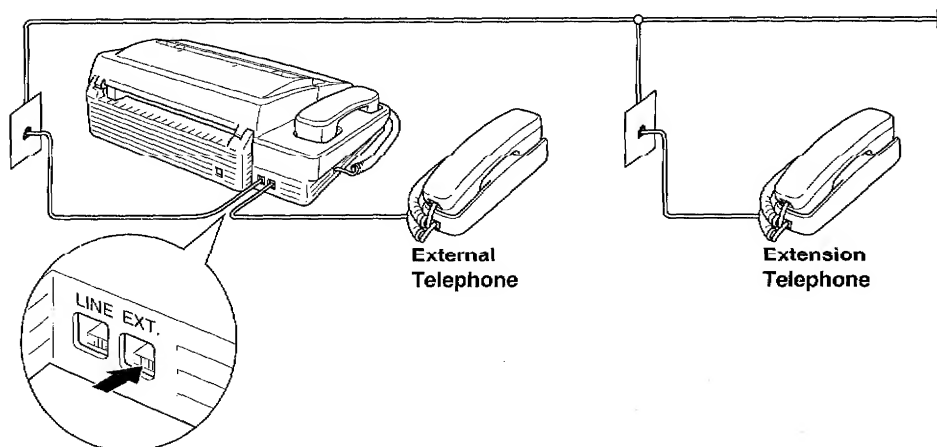
Your fax machine will automatically store any incoming faxes in its memory if it runs out of paper. The contents of the memory will be printed when you replace the paper roll. Please see "Memory Back-up of Message Center Memory" (page 8-21).

B) REMOTE ACTIVATION***What is Remote Activation***

If you are using a touch tone phone, you can remotely activate or deactivate your fax machine from an external phone (a phone connected to your fax machine) or from an extension phone (a phone connected to the same line as your fax machine).

FOR YOUR INFORMATION***Connecting an External or Extension Telephone to the Unit***

You may connect an external or extension telephone to your fax machine, as shown below. Use the "EXT." jack on your fax machine. Alternatively, you may wish to use this "EXT." jack to connect a telephone answering device (TAD).



If the external telephone is in use, the warning message "EXT. TEL IN USE" will be displayed. When the handset on the fax machine is picked up, an alarm will sound. You can disconnect the external phone and switch to the fax machine by pressing **HOOK**.

Using Remote Codes

If you are on an external phone (or extension phone), and you receive an incoming fax call, you can transfer the call back to your fax machine by entering a remote activation code. In the same situation, if you receive a telephone call from someone who requests that you switch on your fax, you can transfer the call back to your fax machine with this code. Also, you can deactivate the fax machine with another remote code during the F/T ringing from an extension phone. In essence you have one remote code to activate your fax machine and one remote code to deactivate it. **The remote code to activate is “*51”, and the remote code to deactivate is “#51”.** If you want to set your own code, see the following section, “Registering Remote Codes”. You should check other equipment that will be on the same telephone line to insure that there is no conflict with our codes. (Our codes can be changed, see below.)

FOR YOUR INFORMATION***Limitation of Using External (or Extension) Phones***

1. If you accidentally pick up an extension phone when a fax is coming in, you may disrupt the transmission or render some portions unreadable. Error codes may be encountered.
2. The remote activation and deactivation code may not work with some telephone systems or telephone sets.

Registering Remote Codes**KEYS TO BE PRESSED**

1. Press **FUNCTION**.
2. Press **7**.
3. Press **5**.
4. Press ◀ (left arrow) or ▶ (right arrow) to choose ON or OFF.
Example: **ON**.
5. Press **SET**.
6. Enter new remote code to activate.
(Factory setting is “*51”.) Then wait for 2 seconds.
7. Enter new remote code to deactivate.
(Factory setting is “#51”.)
8. Wait for 2 seconds.
9. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

7. SETUP SYSTEM

5. REMOTE CODE

REMOTE ACT.: ON

SELECT ◀ ▶ & SET

REMOTE ACT.: ON

ACT. CODE: *51

DEACT. CODE: #51

5. REMOTE CODE

C) CONNECTION TO A TELEPHONE ANSWERING DEVICE (TAD)

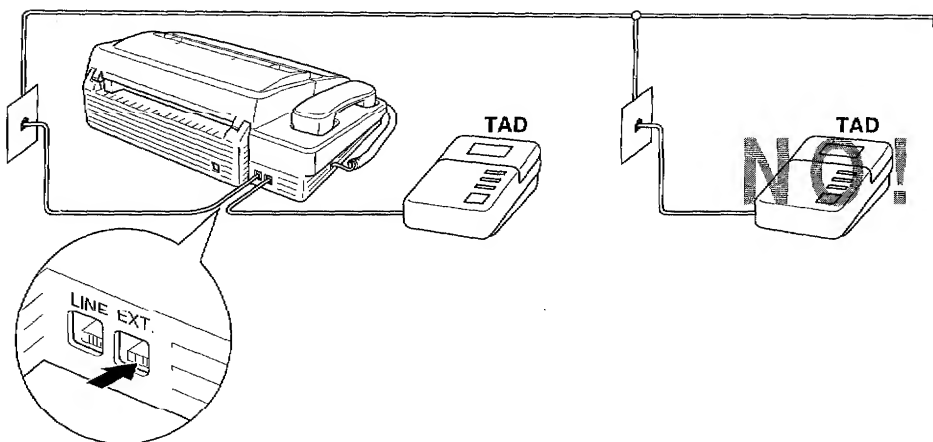
How to Use External TAD with the Unit

When you leave your fax machine set in TAD mode, phone calls will be forwarded to the externally connected telephone answering device, and your fax calls will be received automatically. When you connect the external TAD to FAX-810MC/820MC, you should choose MSG CTR mode and preset Memory Usage to FAX ONLY and EXT.TAD ON (see page 8-3.), or EXT. TAD ONLY mode (see page 8-5).

FOR YOUR INFORMATION

Connecting an External TAD to the Unit

You may connect an external TAD to your fax machine, as shown below. Use the "EXT." jack on your fax machine.



- The TAD must be a physical device that is connected to the "EXT" jack on the back of the fax machine.
- **FAX ONLY mode and EXT. TAD ONLY mode** (see page 8-3 and 8-5) of Message Center will not work with an outside telephone answering service.

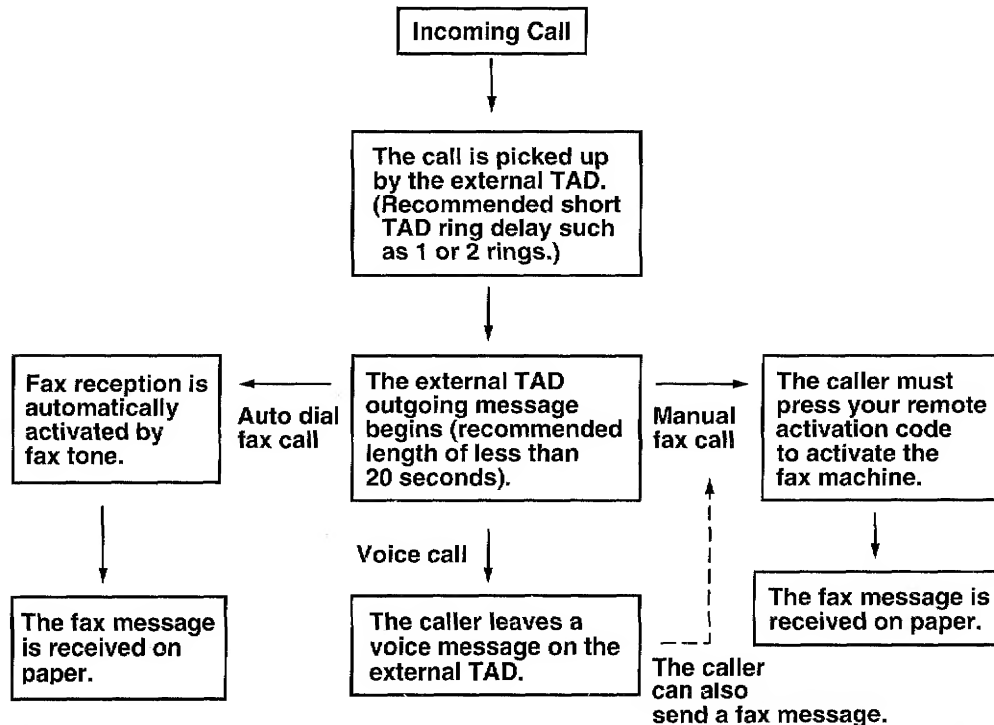
Helpful Hints When You Use External TAD

1. You can inform callers beforehand that if they call manually and get your telephone answering device when they want to send a fax, all they have to do is press your remote code (*51 unless you have changed it) to activate your fax machine from a touch tone phone.
2. Another alternative is to record a TAD message that says, for example, "This answering machine is connected to a fax unit. If you wish to leave a voice message, please speak after the beep. If you wish to send a fax message, please press (your remote activation code) after the beep. Thank you."
3. You need to erase the incoming messages on your external telephone answering device when it's full, or FAX ONLY mode (EXT. TAD:ON) and EXT. TAD ONLY mode will not answer any calls, faxes or otherwise.

FOR YOUR INFORMATION

Example of the Sequence of External TAD Reception

Example: EXT. TAD ONLY mode



Telephone Answering Device

1. Set the telephone answering device so that it is ready to record incoming telephone calls.
2. Set the number of rings to **one or two** on your telephone answering device.
3. Try to record the shortest possible message on your telephone answering device (**up to 20 seconds**).

Please note that some faxes that are sent manually cannot be received automatically because some fax machines do not send a fax tone in manual mode. So you must indicate a remote activation code for the caller to enter. (See page 7-8.)

D) DISTINCTIVE RINGING

Distinctive Ringing

FOR YOUR INFORMATION

What Is Distinctive Ringing?

Distinctive ringing is a service offered by telephone carriers that allows you to have several different numbers on one line, each with its own distinctive ring. This way, when you get an incoming call, you can identify what number is being called by the ring pattern. Your local telephone carrier can provide you with more information about this service. This service is usually offered as a monthly charge to your normal phone bill.

Can My Fax Machine Utilize Distinctive Ringing?

Yes, it has a distinctive ringing function that allows you to register one additional distinctive ring pattern. (See page 7-12.) The ring pattern you register should be for the number you want to use as your dedicated fax number. Once you register the pattern, your fax machine will be able to identify its own incoming calls and automatically start to receive faxes, regardless of how you last set the answer mode. You can only register one additional ring pattern.

Can I Change the Setting Later?

Yes, you can change or cancel the distinctive ringing setting anytime.

How Will the Fax Machine Treat All Other Distinctive Ringing?

It will act the way it normally does. In other words, the fax machine will treat all the other unregistered, distinctive rings according to the machine's answer mode setting (MANUAL, AUTO, F/T, or MSG CTR). For instance, if a call comes in that is not for your (registered) dedicated fax number, and the machine is set to MANUAL, the fax machine will respond as per the MANUAL mode.

How Does the Distinctive Ringing Function Work?

When you receive an incoming call, the fax machine compares the ring pattern with the one that is registered. If the two are identical, then the fax machine automatically accepts the call as an incoming fax. Otherwise, the fax machine will treat the call in the usual way, depending on the machine's answer mode setting (MANUAL, AUTO, F/T, or MSG CTR). The function has 3 modes: (ON, SET, OFF). Set it to ON when you want to use it, and to OFF when you do not want to use it. Use the SET mode for registering a number.

What's the Advantage of Using the Distinctive Ringing Function?

By registering a ring pattern (see page 7-12) you may operate your fax machine in the most efficient way possible should you require the distinctive ringing service. With the distinctive function ON, you can receive your faxes automatically, and people who call you on one of your other numbers do not have to talk to your fax machine. It basically gives you two independent numbers by using only one line.

Helpful Hints**If You Do Not Have a Distinctive Ringing Service...**

Your phone carrier can give you more information about it. **If you are not currently receiving a distinctive ringing service, don't try to set up your distinctive ring feature. It may cause your machine to malfunction.** If your phone carrier provides this service and you decide to use it, it's a good idea to use one of the new numbers you receive for your fax number and keep the old number for its original purpose. Remember to tell your customers and colleagues your new fax number.

If You Already Have a Distinctive Ringing Service...

It is a good idea to register the ring pattern of your existing dedicated fax number. Use the registration mode under the distinctive ringing function. You will not be able to use the fax machine's distinctive ringing feature until this pattern has been registered. (See this page.)

Setting the Distinctive Ringing Function

If you currently have a distinctive ringing service (a telephone service that provides you with multiple numbers, each with a distinctive ring, on one line), you can register any one of the ring patterns of your line with your fax machine so that it can immediately identify a call as an incoming fax by the distinctive ring pattern it uses. You also will need to arrange to have someone call your fax machine to do this.

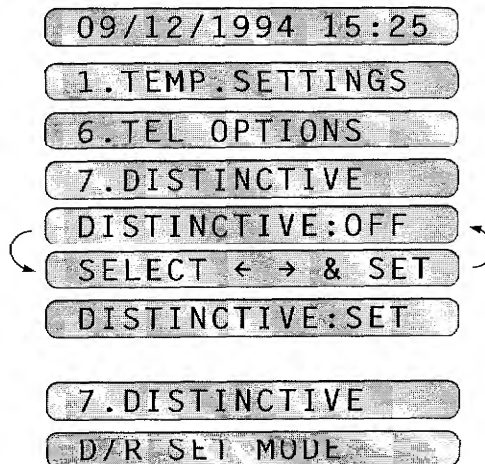
You may have difficulty registering a distinctive ring pattern if your fax machine is connected to a telephone answering device. Disconnect it before you set this function.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **6**.
3. Press **7**.
4. Press ◀ (left arrow) or ▶ (right arrow) to find the SET mode.
5. Press **SET**.
6. Press **STOP**.

IMPORTANT:

- "D/R SET MODE" stays on screen until set.
- Answer mode LED is flashing.
- You now must wait for someone to call the corresponding fax number with distinctive pattern or ask a friend to call your specific distinctive ring fax number.

STATUS OF LCD DISPLAY

7. Once someone calls, listen carefully and see if the ring pattern is the one corresponding to the number you want to register. If it is and the LCD shows the message "PICK UP TO SET", after two or more rings lift up the handset on the fax machine.
8. Press **START** to set (or **STOP** to cancel).
9. Press **START** again to receive the incoming fax, or if the call is a voice call, talk into the handset.

PICK UP TO SET

START TO SET

STOP TO CANCEL

REGISTERED

TELEPHONE/FAX

FOR YOUR INFORMATION

While You Are Setting the Distinctive Ringing Function:

1. When someone calls your fax machine, it will continue to ring until you pick up the handset or press **HOOK**, even if you have set the number of rings.
2. If you get a call and the ring pattern is NOT the one you want to register, press **STOP**. (See step 8 above.)
3. There are some ring patterns that cannot be registered.
4. Answer mode is automatically switched to **MANUAL** during registration. The answer mode that you had set before distinctive ringing registration now flashes.

NOTE: Some Telephone Answering Devices may pick up a call before your fax machine finishes detecting the ringing pattern. We suggest you set your Answering Device ring delay to its maximum setting.

Once You Have Finished Setting the Distinctive Ringing Function:

1. The Distinctive Ringing function will be set to **ON**, and you will be ready to use this function.
2. You will not hear the first two rings of all incoming calls on the fax machine. However, other extension phones connected to the same line, or any external phones connected to the fax machine will ring. If the fax machine recognizes the ring pattern, it will automatically accept the call as an incoming fax, and you will not hear any further ringing. Otherwise, you will hear the phones continue to ring, and the fax machine will also ring.
3. You can receive faxes on numbers other than the one you registered. The fax machine will respond to these calls according to how you have set the answer mode (**MANUAL**, **AUTO**, **F/T**, or **MSG CTR**).

Helpful Hints

Remember that you should let your phone ring at least twice before answering to allow the fax machine to pick up first if necessary. Answering an incoming call before two rings will defeat the purpose of the distinctive ringing function. You should turn the distinctive ringing function to **OFF** if you move and/or get a new number. To turn off the distinctive ringing set-up go into function mode. (See page 7-14.)

How to Turn the Distinctive Ringing Function ON or OFF

The distinctive ringing function is designed to accommodate the distinctive ringing service (a telephone service that provides you with multiple numbers, each with a distinctive ring, on one line). Please note that you need to register the ring pattern of your fax number before you can set the distinctive ringing mode ON. (See page 7-12.)

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **6**.
3. Press **7**.
4. Press ◀ (left arrow) or ▶ (right arrow) to find the mode (OFF, SET, ON) you want.
Example: **ON**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

6. TEL. OPTIONS

7. DISTINCTIVE

DISTINCTIVE: OFF

SELECT ◀ ▶ & SET

DISTINCTIVE: ON

7. DISTINCTIVE

FOR YOUR INFORMATION

- If you wish to use an external Telephone Answering Device (TAD) and the distinctive ringing feature with your fax machine:
 1. You must use the distinctive ringing pattern for your fax number, otherwise both the TAD and fax may conflict in picking up the call.
 2. Select the MSG CTR mode on your fax machine (see page 7-1). Then select FAX ONLY mode (EXT. TAD ON) or EXT. TAD ONLY mode of MSG CTR Memory Usage (see page 8-1~5).
 3. Connect the external TAD into EXT. jack of your fax machine (see page 7-9). Do not parallel connect the external TAD into other wall jack.
 4. You must set the external TAD to its maximum ring delay setting (minimum 4 rings).
 5. You can not use the Toll Saver feature of the external TAD when using the distinctive ringing feature.
- If you do not use an external Telephone Answering Device (TAD) with your fax machine:

Select the MANUAL mode on your fax machine (see page 7-1).

8. MESSAGE CENTER SETTINGS

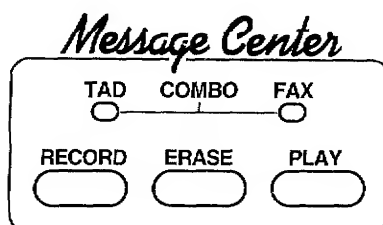
A) BASIC SETUP

What Is the Message Center?

The Message Center is a large flexible memory to more effectively manage your voice and fax messages, while you are out.

This flexible memory can be utilized for voice messages, fax messages or a combination that stores both types on a "first come first served" basis.

The key factor in effectively using this valuable function is to carefully read the following Message Center settings section.

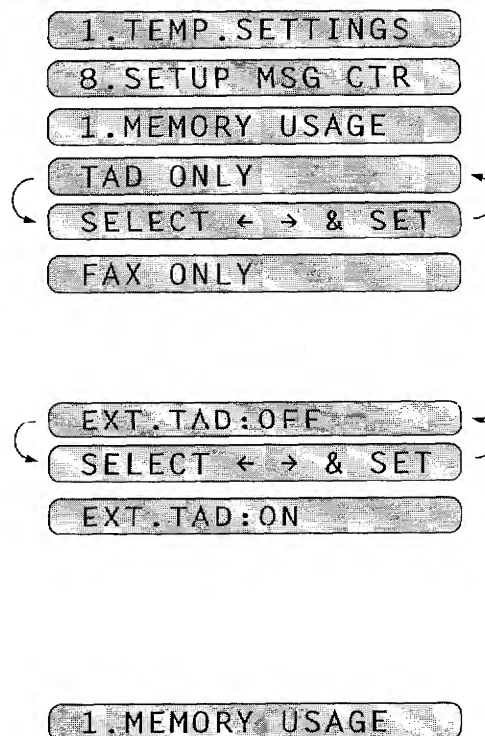


How to Set Memory Usage

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **1**.
4. Press ◀ (left arrow) or ▶ (right arrow) to select the type of memory usage you want.
Example: **FAX ONLY**.
5. Press **SET**.
6. If you select **FAX ONLY**, you need to set **EXT. TAD ON/OFF**.
Example: **EXT. TAD ON**.
-If you are using an external telephone device (TAD), you must select **EXT. TAD : ON**.
7. Press **SET**.
8. Press **STOP** to exit.

STATUS OF LCD DISPLAY

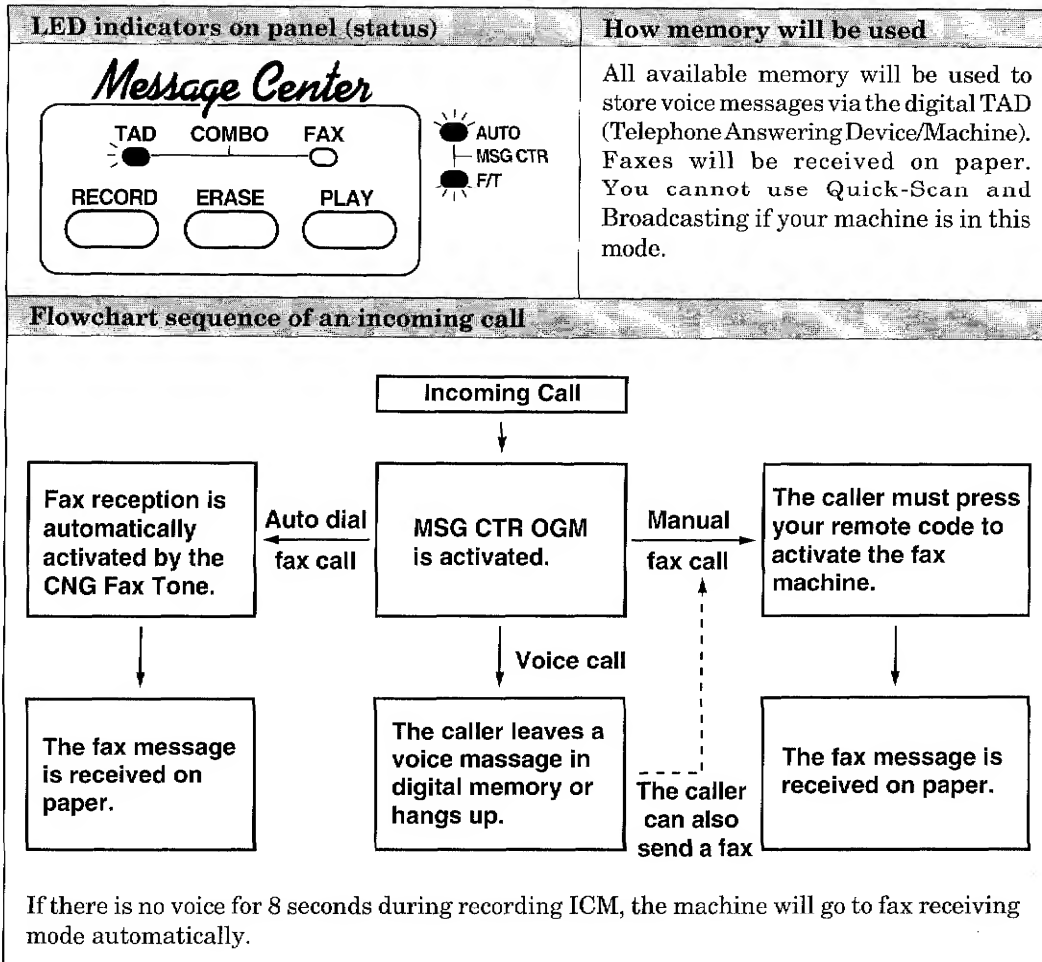


Types of Memory Usage (Overview)

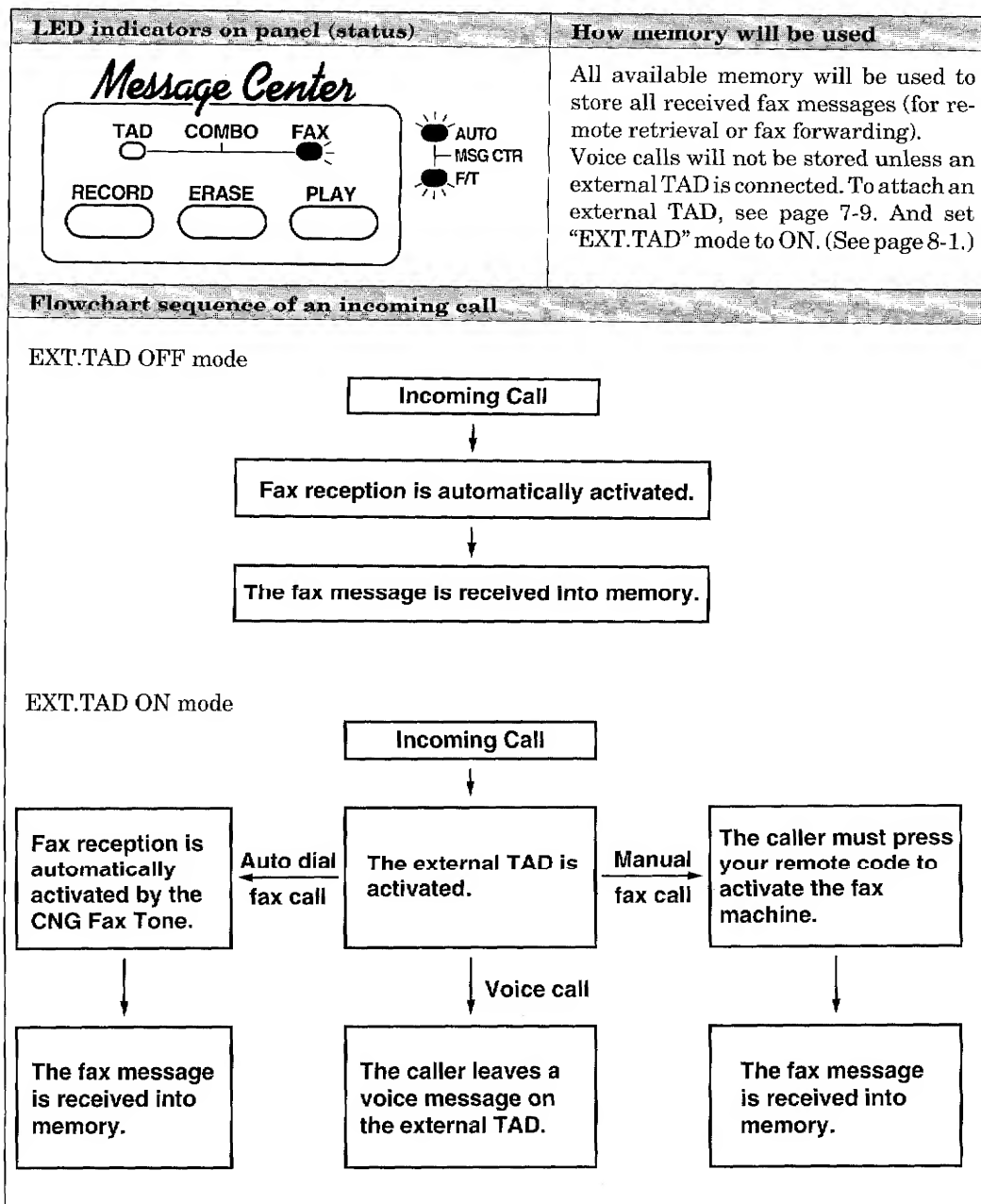
There are four ways to allocate the Message Center memory, depending upon which best fits your needs. You may need to use only one mode on a regular basis, but periodically change modes to meet high or low message days. The four modes are as follows:

(☐ means light off, ☒ means light on.)

1) TAD ONLY mode (Voice storage)

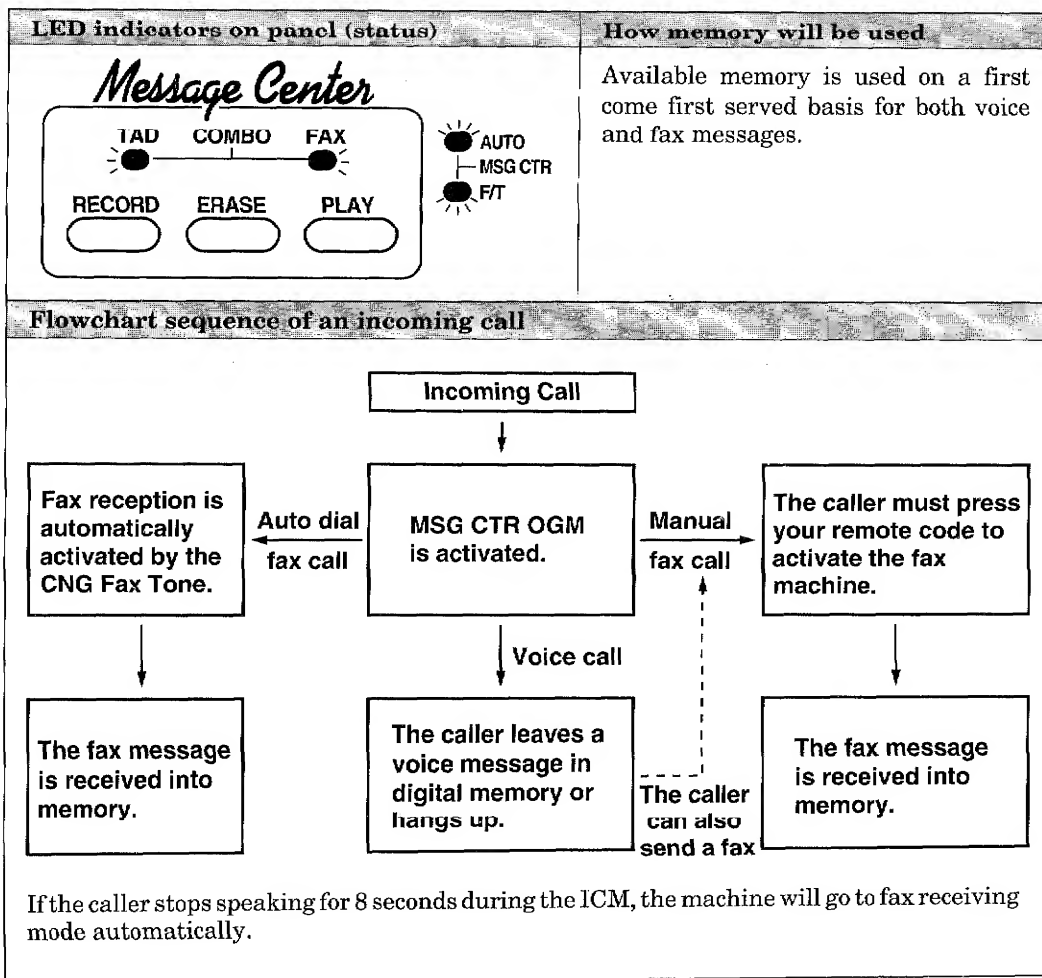


2) FAX ONLY mode

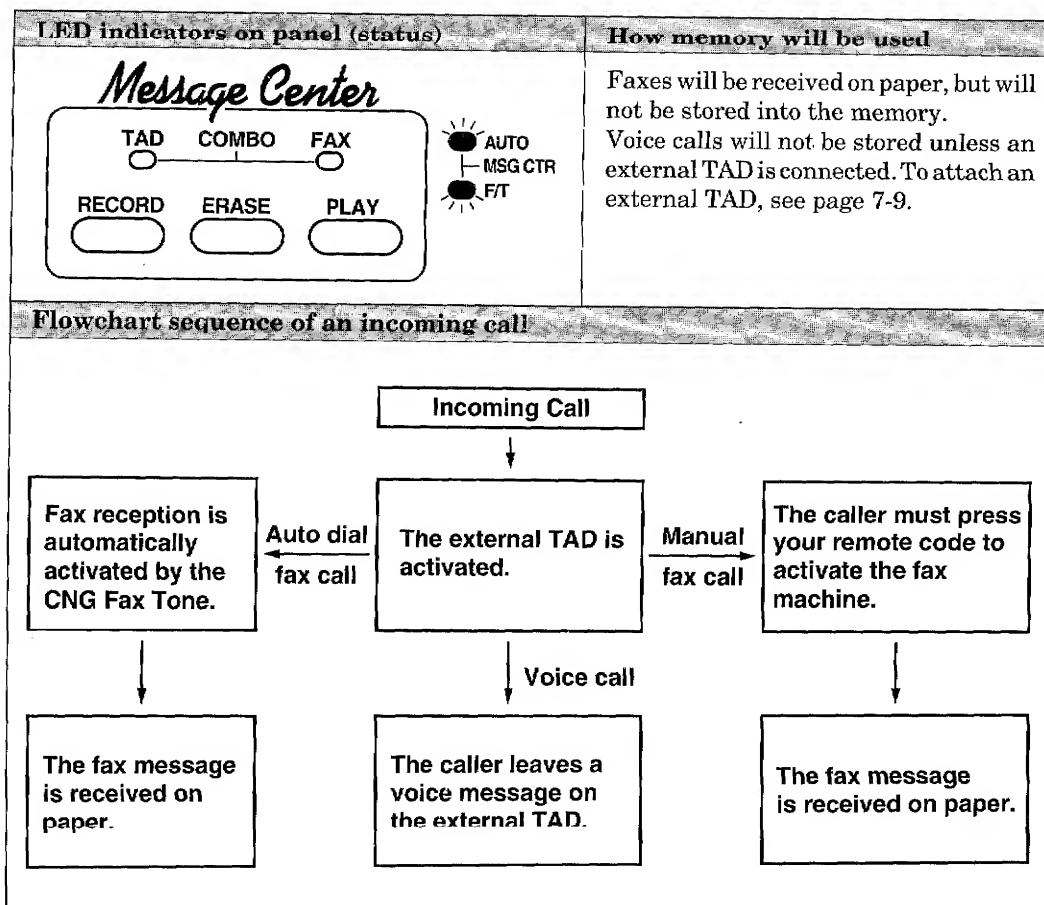


Ch. 8

3) COMBO mode



4) EXT.TAD ONLY mode



Recording a MSG CTR Outgoing Message (OGM)

The next step in getting your Message Center ready is to record an outgoing message (OGM). The OGM that you record will depend on the mode you choose.

Example of Message Center OGM (TAD ONLY and COMBO mode)

"Hi, I'm not in right now but you can leave a voice message after the long beep or send me a fax by pressing (insert three-digit remote code) wait for fax tones, then press start." (See page 7-8 for remote code.)

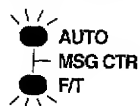
KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
1. Press FUNCTION .	1. TEMP. SETTINGS
2. Press 8 .	8. SETUP MSG CTR
3. Press 6 .	6. OGM
	MSG CTR OGM
4. Press ◀ (left arrow) or ▶ (right arrow) repeatedly until you get the MSG CTR OGM.	SELECT ◀ ▶ & SET
	MSG CTR OGM
5. Press SET .	REC/ERASE/PLAY?
6. Press RECORD .	PICK UP HANDSET
7. Pick up the handset.	RECORD OGM: 00/20
8. Record a message shorter than 20 seconds.	RECORD OGM: 15/20
9. Press STOP and replace the handset. The recorded message is played automatically.	PLAYING OGM
	MSG CTR OGM
10. Press STOP to exit.	SELECT ◀ ▶ & SET

- Helpful Hints**
- * Remember to notify your caller of your three-digit remote code, so that you are able to receive fax messages from those who call manually by pressing **HOOK** or lifting the handset.
 - * Always remember that your OGM is there to help the caller, so don't forget to include useful information.
 - * You will not be able to turn on the Message Center (both AUTO and F/T lights lit) until you have recorded an outgoing message (OGM). Be sure you select MSG CTR OGM (See step 4).
 - * For the best recording quality, when recording an OGM, a MEMO or a Voice Alarm Message into the handset, keep the handset approximately 2 or 3 inches from your mouth (at a slight angle) to record. This will avoid direct feedback of your breaths being recorded.

Activating the Message Center

Now that you have selected the type of memory usage you need (see page 8-1) and recorded your outgoing message (see page 8-6), you are ready to turn your Message Center on, when you leave your home or office.

To activate Message Center




Press **MODE** on the control panel until both the "AUTO" and "F/T" lights are on.

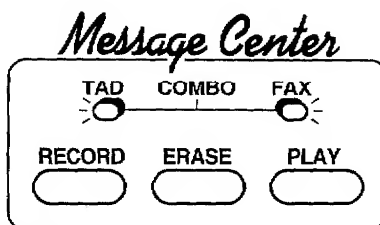
...Then you can easily identify which Message Center mode you are in by viewing the Message Center indicator lights. (See page 8-1 for explanation.)

How Do I Know Messages Have Been Received?

Once you return home or to the office you can easily and quickly see if any voice or fax messages have been stored in the Message Center. There are two ways to determine if messages are stored.

- (1) If the TAD and/or FAX indicator lights are flashing, there is a new message stored.

( means flashing.)



- (2) The LCD display will indicate the number of TAD and/or FAX messages stored.

TAD:03 FAX:02

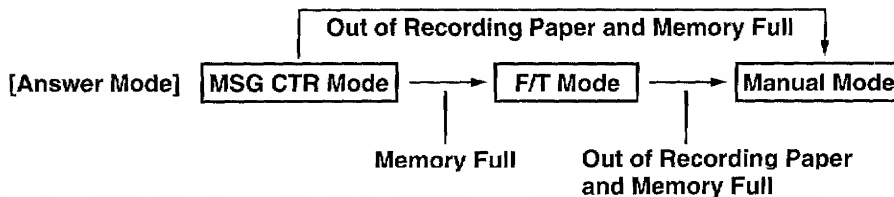
(See page 8-10 for playing ICM.)

(See page 8-17 for printing faxes.)

FOR YOUR INFORMATION

What Happens When the Memory Is Full...

If the memory becomes full when you have set your fax machine to Message Center mode, the machine will automatically change to F/T mode. (LED lights do not change.) In this mode, the fax machine can automatically accept incoming faxes. Then, if your fax machine should run out of paper, answer mode will automatically shift to manual mode. In manual mode the call is not answered, so your caller will know to try again later.



B) TAD SETTINGS AND OPTIONS

Playing Back Your Outgoing Message (OGM)

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
1. Press FUNCTION .	1. TEMP. SETTINGS
2. Press 8 .	8. SETUP MSG CTR
3. Press 6 .	6. OGM
4. Press ◀ (left arrow) or ▶ (right arrow) to select either MSG CTR OGM or F/T OGM. Example: MSG CTR OGM .	MSG CTR OGM
	SELECT ◀ → & SET
	MSG CTR OGM
5. Press SET .	REC/ERASE/PLAY?
6. Press PLAY to start playing your outgoing message.	PLAYING OGM
7. Press STOP to exit.	

Erasing Your Outgoing Message (OGM)

KEYS TO BE PRESSED	STATUS OF LCD DISPLAY
1. Press FUNCTION .	1. TEMP. SETTINGS
2. Press 8 .	8. SETUP MSG CTR
3. Press 6 .	6. OGM
4. Press ◀ (left arrow) or ▶ (right arrow) to select either MSG CTR OGM or F/T OGM. Example: MSG CTR OGM .	MSG CTR OGM
	SELECT ◀ → & SET
	MSG CTR OGM
5. Press SET .	REC/ERASE/PLAY?
6. Press ERASE .	ERASE OGM?
7. Press 1 to erase OGM.	1. CLEAR 2. EXIT
8. Press STOP to exit.	REC/ERASE/PLAY?

Recording Memo

You can record a memo in your facsimile for someone who also uses it in your home or office. (You can record a memo in all modes except in the FAX ONLY mode and EXT. TAD ONLY mode.)

KEYS TO BE PRESSED

1. Press **RECORD**.
2. Pick up the handset and speak your memo (up to ICM MAX. TIME).
3. Press **STOP** or replace the handset.

STATUS OF LCD DISPLAY

PICK UP HANDSET

REC. MEMO: 00/30

REC. MEMO: 20/30

TAD: 01 FAX: 00

Two-way Recording

You can record a telephone conversation by simply pressing **RECORD** during the conversation (up to ICM MAX. TIME). During two-way recording, a beep sounds every 15 seconds to notify the caller.

You can play or erase this recording the same way as in MEMO recording.

Setting the Maximum Time for Incoming Messages (ICM MAX. TIME)

Although the initial setting on your fax machine for the maximum length of incoming voice messages is 30 seconds, you can adjust it. You have a choice of setting it from 20 seconds to 60 seconds, at 5 second intervals. This time is also used for max. time of memo recording.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **5**.
4. Press **◀** (left arrow) or **▶** (right arrow) to select the maximum time for incoming messages and memo recording.
Example: **25 SEC**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

1. TFMP. SETTINGS

8. SETUP MSG CTR

5. ICM MAX. TIME

MESSAGE 30 SEC

SELECT ◀ ▶ & SET

MESSAGE 25 SEC

5. ICM MAX. TIME

Playing Incoming Message (ICM) and Recorded Memo (or Voice Alarm)

KEYS TO BE PRESSED

1. Press **PLAY**.
 - The machine will play first the ICM, then the Memo continuously from the oldest one in ICM/MEMO.
 - During the first one second that the message plays, LCD shows the current message number/total number of messages.
 - After one second, the LCD will show the date and time it was recorded.
 - If you want to play MEMO only, press **SHIFT + PLAY** together. (Only for FAX-820MC.)
 - You can use ◀ (left arrow) to play the message again. If you press the arrow during the beeping before the message, the previous message will be played.
 - You can use ▶ (right arrow) to skip to the next message.

STATUS OF LCD DISPLAY

TAD:03 FAX:02

MESSAGE 01/03

14:00 09/12/1994

2. Press **STOP** to exit.

Erasing Incoming Messages (ICM) and Recorded Memo (or Voice Alarm)

There are two ways to erase ICM and Memo, one by one erasing and all in one erasing (ICM and Memo together).

One by One Erasing

KEYS TO BE PRESSED

1. Press **PLAY** and begin to play.
2. Press **ERASE** before you hear the beep, which means the beginning of next message.
3. Press **1** to erase this message or **2** to exit the function.
4. Press **STOP** to exit.

STATUS OF LCD DISPLAY

MESSAGE 01/03

ERASE THIS MSG?

1.CLEAR 2.EXIT

NOTE

If you press **ERASE** after the beep, it means you will erase the next message.

All in One Erasing

You can erase all TAD or FAX messages at once.

KEYS TO BE PRESSED

1. Press **ERASE** when the display asks you whether you want to erase.
2. Press ◀ (left arrow) or ▶ (right arrow) to select whether you want to erase all voice messages (TAD), all document messages (FAX), or all messages (MSG).
Example: **ALL TAD**.

3. Press **SET**.

4. Press **1** to erase or **2** to cancel.

STATUS OF LCD DISPLAY

TAD:03 FAX:02

ERASE ALL TAD?

SELECT ◀ ▶ & SET

ERASE ALL TAD?

ERASE ALL TAD?

1.CLEAR 2.EXIT

TAD:00 FAX:02

Voice Alarm

This function can help you manage your work schedule. With this function, you can record your schedule of events for the following week on your fax machine and have your fax machine alert you at scheduled time. The fax machine will play a recorded voice message (which you store) to remind you of your appointment or schedule. For each appointment reminders, you record a voice message, and key in the date and time you wish the message to be played. When the set time comes you will hear the message played back on the fax machine. It's a great tool for keeping important appointments.

Setting the Voice Alarm

You can start setting your Voice Alarm by pressing **FUNCTION** and **RECORD**. You need to enter 3 pieces of information for setting the Voice Alarm : 1) day, 2) time, and 3) voice message. To record a voice message, use the handset. You can set up to one week's worth of Voice Alarm messages.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **RECORD** when the LCD shows:
"ENTER NO. & SET".

STATUS OF LCD DISPLAY

09/12/1994 15:25

ENTER NO. & SET

VOICE ALARM

3. Wait for 2 seconds.

4. Press ◀ (left arrow) or ▶ (right arrow) to select a day.

Example: If today is Wednesday, you can choose from: TODAY, TOMORROW, FRIDAY, SATURDAY, SUNDAY, MONDAY, TUESDAY.

Example: SAT.

5. Press **SET**.

The current time will be displayed.

6. Enter the time in 24-hour format.

Example: **20:00** (8:00 P.M.)

7. Wait for 2 seconds

8. Press **RECORD**.

9. Pick up the handset and speak your Voice Message (up to ICM MAX. TIME).

10. Press **STOP** or replace the handset.

SET DAY=TODAY
SELECT ◀ ▶ & SET
SET DAY=SAT

SET TIME=15:25

SET TIME=20:00

PRESS RECORD KEY

PICK UP HANDSET

REC.MSG.:01/20

REC.MSG.:18/20

09/12/1994 15:26

Helpful Hints

You can record Voice Alarm Messages to help you manage your workload even when your memory is set for "FAX ONLY" in Memory Usage (see page 8-1).

NOTICE

- If you press **CLEAR** while you are recording a voice message, the voice message being recorded will be cancelled. Also, the entire entry including the day and time will be deleted.
- If you don't press **RECORD** within 2 seconds (i.e. while the LCD displays "ENTER NO. & SET") after you press **FUNCTION**, you will not be able to enter the schedule.
- The number of entries in your schedule will not be counted in the total of incoming calls on your TAD. Consequently, the LCD will display the date and time after you enter the schedule.

FOR YOUR INFORMATION

Recording Voice Messages for the Voice Alarm

- You can set the maximum recording length for a voice message, from 20-60 seconds. Use Function menu 8 5 (See page 8-9). This setting also applies to incoming messages, and memos.
- You can enter up to 99 entries of voice messages, and a combined total of 99 entries of incoming messages and memos.

Examples of Voice Alarm messages:

- "There's a meeting in the conference room on Nov. 7 at 1:30 PM"
- "Call Mr. Johnson at ABC Trading Co. on Nov. 8 at 2:00 PM"
- "Dentist Appointment on Nov. 9 at 10:00 AM"
- "Mr. Brown, could you please attend the sales meeting in the conference room on Nov. 10, at 4:00 PM?"

When you call your fax machine from a remote location to play back your schedule of events, you will not be able to see the display for the dates and times in the Voice Alarm, so it's a good idea to mention the dates and times when you record the voice messages.

How Will the Voice Alarm Perform When the Set Time Comes...

If you have the Voice Alarm set at Monday, 15:26, the following will happen:

KEYS TO BE PRESSED

1. The set time appears, a beep follows and you will hear the voice message played once.
 2. The playback of the voice message finishes.
 3. If you want to hear the voice message again, press **1**, if not, press **2**.
Example: Press **2** key.
- If you don't press 1 or 2 after 10 seconds, the machine will simply return to its normal idle position and display the date and time.

STATUS OF LCD DISPLAY

09/12/1994 15:25

MONDAY 15:26

1. REPEAT 2. EXIT

VOICE ALARM

09/12/1994 15:26

NOTICE

- If you want to stop the beeping or stop playing a Voice Alarm message, press **STOP**.
- The Voice Alarm message will not be played when you are sending or receiving a fax, using the phone, receiving a fax into the memory or when one of the Message Center functions is operating. However, the voice message will be played once these activities are finished.
- The Voice Alarm message will automatically be cleared after it has been activated/played. If the machine discovers that you have a Voice Alarm message with a time earlier than the present due to the change of the current date and time, it will immediately play the schedule once and then erase it.
- If you have two entries in your schedule with the same date and time, they will play one after the other.

Using the Voice Alarm: Playing entries, Erasing entries one by one, Erasing all at once

Once you press **FUNCTION**, be ready to press **PLAY**, or **ERASE** immediately, depending upon whether you want to play an entry or erase everything. For instructions on how to play and how to erase, refer to the instructions in the ICM, Memo section. (See page 8-10~11.) When you play an entry, the display will show you the date and time of your scheduled entries. You can delete entries one by one, the same way you would do so for incoming messages or memos: press **ERASE** while playing an entry.

NOTICE

- If you don't press **PLAY** or **ERASE** within 2 seconds (i.e. while the LCD displays "ENTER NO. & SET") after you press **FUNCTION**, you will not be able to play back or delete entries.
- If you don't press **FUNCTION**, and just press **PLAY**, you will only be able to hear incoming messages and memos. You won't be able to hear the Voice Alarm messages.
- If you don't press **FUNCTION**, and just press **ERASE**, you will only be able to delete incoming messages and memos. Voice Alarm messages will not be deleted.

Remote Control of the Voice Alarm

When you are on the road, you can call your fax machine and play back your Voice Alarm messages. (See Page 8-24.)

NOTICE

- You cannot set the Voice Alarm by remote control.
- Also, note that you will only be able to hear the recorded Voice Alarm message. You will not be able to see the dates and times of the schedule on the display, so it's a good idea to record important dates and times as part of your Voice Alarm messages when you first record them.

Setting the Toll Saver

When the Toll Saver function is ON, the phone will ring only once if you **do** have incoming messages, and will ring 3 times if you **do not** have messages. This way, you can immediately tell if you have messages and can save on your phone bill. (If it rings twice you can hang up.)

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **9**.
4. Press ◀ (left arrow) or ▶ (right arrow) to select ON or OFF.
Example: **ON**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

8. SETUP MSG CTR

9. TOLL SAVER

TOLL SAVER: ON

SELECT ◀ ▶ & SET

TOLL SAVER: ON

9. TOLL SAVER

Recording Mode Setting

There are two modes available for recording incoming messages, memos, and Voice Alarm messages. The **HIGH** setting refers to a higher-quality sound recording, and the **NORMAL** setting refers to a normal-quality sound recording. The **HIGH** setting is approximately 10% recording time shorter than **NORMAL**, so the **NORMAL** setting is recommended if you receive a lot of messages. To change the setting to the one you want, follow the procedure below. The factory setting is **NORMAL**.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **8**.
4. Press ◀ (left arrow) or ▶ (right arrow) to select **HIGH** or **NORMAL**.
Example: **HIGH**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1.TEMP.SETTINGS

8.SETUP MSG CTR

8.RECORDING MODE

REC.MODE:NORMAL

SELECT ◀ ▶ & SET

REC.MODE:NORMAL

8.RECORDING MODE

NOTICE

- The available recording time is up to 8 minutes on FAX-810MC and up to 18 minutes on FAX-820MC in the **NORMAL** setting. But the length of recording time will be effected if you select the **HIGH** setting.
- The recording time for the outgoing message for the fax and telephone (F/T) and the outgoing message for the Message Center will not be influenced by the **HIGH/NORMAL** setting of the Recording Mode. These outgoing messages will automatically be recorded in **HIGH** mode.

C) FAX MEMORY RECEPTION SETTINGS AND OPTIONS

Back-up Printing Option

When you choose the "FAX ONLY" or "COMBO" mode of the Message Center, all incoming fax messages are stored into available memory, and since the factory setting for the "Back-up printing option" is set to ON, you will also get a copy printed on paper. If you change the back-up printing option to OFF, the faxes are stored without a back-up copy. Do the following:

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **2**.
4. Press ◀ (left arrow) or ▶ (right arrow) to access the OFF setting.
Example: **OFF**.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

8. SETUP MSG CTR

2. BACKUP PRINT

BACKUP PRINT: ON

SELECT ◀ ▶ & SET

BACKUP PRINT: OFF

2. BACKUP PRINT

Printing a Fax Message

You can print a fax message that is stored in the memory.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **7**.
4. Press **START**.
5. Press **STOP** to exit.

STATUS OF LCD DISPLAY

TAD:03 FAX:02

1. TEMP. SETTINGS

8. SETUP MSG CTR

7. PRINT FAX

PRESS START KEY

PRINTING

7. PRINT FAX

FOR YOUR INFORMATION

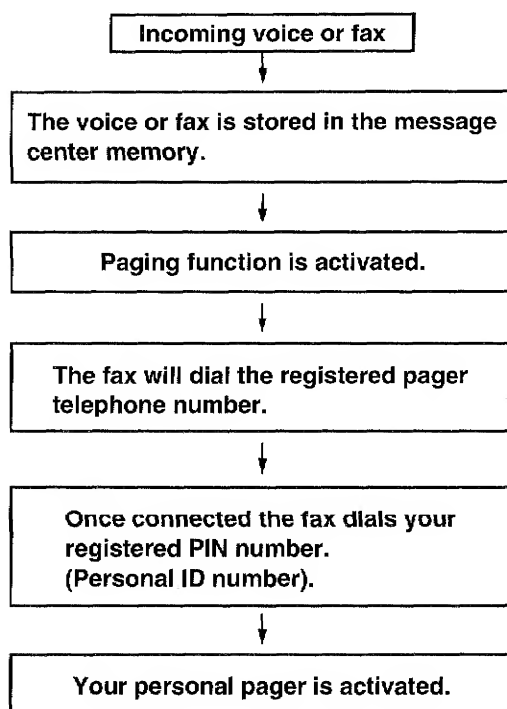
Erasing and Printing FAX Messages

1. It is not possible to erase a single fax message, you can only erase them all or none of them. (See page 8-11, "All in One Erasing".)
2. If you choose to erase all the fax messages, your fax machine will print automatically any fax messages that have not been printed, before it erases them from the memory.

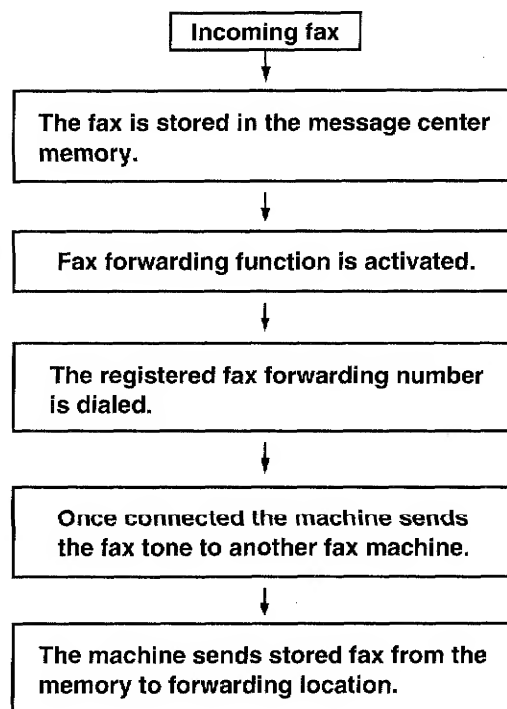
Paging/Fax Forwarding

Message Center mode provides the additional option of either Paging or Fax Forwarding after voice and fax messages have been received into the memory.

How paging works (Paging on)



How fax forwarding works (Fax Forward on)



NOTICE

1. You can activate only paging or fax forwarding; they are very similar features and can not be used simultaneously.
2. The paging feature can be used in all four modes of the Message Center, since it will also page based upon receipt of voice messages as well.
3. If paging is ON, you will be paged every time a voice or fax message is received into memory.

Setting the Paging and Registering Paging Number

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **3**.
4. Press ◀ (left arrow) and ▶ (right arrow) to select **PAGING**.
5. Press **SET**.
6. Enter a paging number up to 20 digits (this is the telephone number of your pager), followed by two ## signs. Do not include the area code if it is the same for your fax machine and pager.
Example: **18002844329##**.
7. Press **SET**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

8. SETUP MSG CTR

3. FAX FWD/PAGING

OFF

SELECT ◀ → & SET

PAGING

PAG#:

ENTER & SET

#:18002844329##_

PIN#:

ENTER & SET

8. Enter a PIN (Personal Identification Number), #, press **REDIAL/PAUSE** ("."), your fax telephone number, and #, #.

Example: 12345#-19085551234##.

5# - 19085551234##

- If you do not use a PIN, you must enter the telephone number of your fax machine. Press **REDIAL/PAUSE** (".") before entering your fax number and add ## at the end.

Example: -19085551234##

9. Press **SET**.

3. FAX FWD/PAGING

10. Press **STOP** to exit.

- Paging number and PIN cannot be changed remotely.

FOR YOUR INFORMATION

The PIN (Personal Identification Number) you enter depends upon the type of paging company you use. There are generally two types of paging companies...

- 1) Satellite Pagers: In this case we recommend you enter your actual satellite PIN# plus your return FAX-810MC/820MC telephone/fax number (or special alpha message).

PIN#	Return#	PIN#	Alpha Message
For Example: 12345#19085551234##		or 12345#329329329##	
FAXFAXFAX			

- 2) Radio Pagers: Most* radio pagers do not require a PIN #, and in this case you should use the PIN # in the FAX-810MC/820MC only for the return number or special alpha message.

Return#	Alph Message
For Example: 19085551234## or 329329329##	
FAXFAXFAX	

* If your radio pager utilizes a PIN # then use satellite sequence above.

The "##" symbols at the end of the special message (or return #) are used to signify the end the PIN #/Message.

Setting the Fax Forwarding and Registering Fax Forwarding Number

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **3**.
4. Press ◀ (left arrow) and ▶ (right arrow) to select FAX FORWARD.
5. Press **SET**.
6. Enter a fax forwarding number up to 20 digits.
Example: **18005551234**.
7. Press **SET**.
8. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

8. SETUP MSG CTR

3. FAX FWD/PAGING

OFF

SELECT ◀ ▶ & SET

FAX FORWARD

FWD#:

ENTER & SET

WD#: 18005551234

3. FAX FWD/PAGING

FOR YOUR INFORMATION

Memory Back-up of Message Center Memory

After you plug in the electrical cord, it will take one day to charge the battery for memory backup of the Message Center memory. It will keep memory for several hours at full charge after a power interruption occurs.

D) REMOTE CONTROL ACCESS

What Is Remote Control Access?

When you leave your home or office, you will turn on your Message Center to receive voice and/or fax messages. But if you would like to deactivate the Message Center or activate certain Message Center features you can control and program your fax by remote control. You can call your fax from any touch tone phone, enter your remote control code, followed by programming commands.

Setting the Remote Access Code

The initial setting for the remote control code on your new fax is "159*".

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **8**.
3. Press **4**.
4. Enter a three digit number **000** to **999**. The last digit, an asterisk, can not be changed.
Example: **160***.
The three digit number must not be the same as the remote activation and deactivation codes. (See page 7-7.)
Example: **160**, **60***.
5. Wait for two seconds.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

8. SETUP MSG CTR

4. REMOTE ACCESS

ACCESS CODE:159*

ACCESS CODE:160*

4. REMOTE ACCESS

Helpful Hints

Change the remote control code and use it as a "secret password" to limit access to your Message Center.

When you use the Remote Access Code, you must press all four keys (three-digit number plus *).

How to Use Remote Access and Control Codes

1. Call from a touch tone phone.
2. Enter your fax machine's number.
3. Enter your Remote Access Code immediately after your fax machine answers with a beep. (See page 8-22.)
4. If you hear a long beep, it means your machine has received messages:
 - One long beep: Received FAX message(s).
 - Two long beeps: Received TAD message(s).
 - Three long beeps: Received both FAX and TAD message(s).If you do not hear any long beeps, it means your fax machine did not receive message(s).
5. Next you will hear a series of two short beeps, during which you can enter a Remote Control Command. (See page 8-24.)
6. Enter a Remote Control Command.
7. After finishing one command, you can enter the next command during another series of two short beeps.
8. Press **90** to exit remote control.

If you perform a wrong operation, you will hear three short beeps.

If you wait more than 30 seconds during the series of two short beeps, your machine will disconnect the line.

Remote Retrieval

If you have set your Message Center to store incoming fax messages (via FAX ONLY or COMBO modes), you have the ability to retrieve these fax messages from any remote group 3 facsimile machine.

Of course you can also remotely retrieve your voice messages as well from any touch tone phone. Remote fax and voice retrieval is accomplished via remote control access commands, which are described in the remainder of this chapter.

FOR YOUR INFORMATION

When to Press the Remote Access Code

Just after the line is connected, you should enter remote access code from any touch tone phone. In the MANUAL mode, you can still connect by waiting until after 20 rings, and then pressing the Remote Access code within 8 seconds.

Remote Control Commands

You can control your fax machine by remote control command.

Remote control command		Detail Operation	
91	Playing voice messages	After one long beep, the machine plays ICM, Memo and Voice Alarm.	
	1 ◀ (Skip back)	Press 1 while listening to an ICM, Memo or Voice Alarm message to play it again. If you press 1 before a message, you will hear the previous message.	
	2 ▶ (Skip next)	During playing ICM, Memo and Voice Alarm, you can skip to next message.	
	9 STOP Playing	Stop playing ICM, Memo and Voice Alarm.	
92	Record Memo	After one long beep, you can record a memo. You can stop recording by pressing 9.	
93	Erase all ICM & Memo	If you hear one long beep, the erase is accepted. If you hear three short beeps, you can not erase because all voice messages have not been played, or there is no voice message to erase. *This code erases all recorded messages, not one by one.	
94	Play and Record OGM in memory		
1 Play	1 MSG CTR OGM	The machine plays the selected OGM. You can stop playing OGM by pressing 9.	
	2 F/T OGM		
	2 Record	1 MSG CTR OGM	After one long beep, you can record the selected OGM. You will hear the OGM message played once. You can stop recording the message by pressing 9.
		2 F/T OGM	
95	Changing Fax Forwarding /Paging setting	If you hear one long beep, the change is accepted. If you hear three short beeps, you can not change it because the conditions (ex. registering paging number) has not been completed. You can register your fax forwarding number by using 4. FAX FWD NO (see page 8-25). Once you have registered the number, the machine will automatically turn to "FAX FWD:ON" mode. Then receive a Memory Status List by entering 961 (see page 8-25). After you make sure that the Fax Forwarding number you registered is correct in the List, enter the confirmation command 955. Now the machine will start Fax Forwarding.	
1 OFF			
2 Fax Forwarding			
3 Paging			
4 FAX FWD NO.			
5 FWD NO. CONFIRM			
96	Retrieve FAX		
1 Memory Status List		You should use remote fax machine. (See page 8-25.)	
	2 Retrieve FAX		
	3 Erase FAX in the memory	If you hear one long beep, you can erase fax message in the memory.	
97	Check the receiving status	You can check whether your fax machine has received any FAX or TAD messages. If yes, you will hear one long beep. If no, you will hear three short beeps.	
1 FAX			
2 TAD			
98	Change Answer Mode	If you hear one long beep, you can change it. If you hear three short beeps, you can not change it. (ex. There is no MSG CTR OGM when you want to change to MSG CTR mode.)	
1 MSG CTR			
2 F/T			
3 AUTO			
90	Exit	After a long beep, you can exit remote control.	

How to Receive the Memory Status List and Retrieve a Fax Message Remotely

You can check if you have any stored fax messages to retrieve in the Memory Status List first. Then you can retrieve them from your fax machine remotely.

1. Pick up the handset of a remote fax machine.
2. Dial your fax machine's number.
3. Enter your four-digit Remote Access Code (159*) when your fax machine answers.
4. Press **961** during a series of two short beeps.
5. Press **START** after you hear the fax tone and hold the handset.
 - If you wish to receive only the MEMORY STATUS LIST, replace the handset after pressing **START**.
6. Now you will receive a "MEMORY STATUS LIST". (See page 11-5)
7. When the MEMORY STATUS LIST is printed, you will hear a series of two short beeps.
8. Look at the MEMORY STATUS LIST. If you have any stored fax messages to retrieve and wish to retrieve them, you should press **962** when a series of two short beeps start sounding and the LCD shows "TELEPHONE".
9. Press **START** after you hear the fax tone.
10. Replace the handset. Now your fax messages will be printed.

How to Change Fax Forwarding Number Remotely

1. Pick up the handset of a remote fax machine.
2. Dial your fax machine's number.
3. Enter your four-digit remote control access code (159*) when your fax machine answers.
4. Press **954** during a series of two short beeps.
5. Enter new Fax Forwarding number by using number keys (up to 20 digits).
 - You cannot register * and # as dial numbers. Use * to make a pause between the dial numbers.
6. Press **#** after entering new Fax Forwarding number.
7. Press **961** during a series of two short beeps.
8. Press **START** after you hear the fax tone and hold the handset.
9. Now you can receive "MEMORY STATUS LIST" (see page 11-5). Look at the LIST, and make sure the new Fax Forwarding number you registered in Step 5 is correct.
10. If the new number is correct, press **955** to confirm the number when a series of two short beeps starts sounding and the LCD shows "TELEPHONE".
 - If it is incorrect, press **954** during a series of 2 short beeps and enter a correct number again (back to Step 4).
11. Replace the handset. Now your fax machine is ready to activate Fax Forwarding.

9. HOW TO USE COPY FUNCTIONS

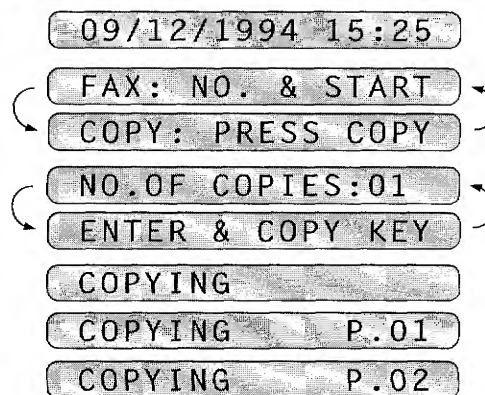
Making a Single Copy

These are the steps for making one copy each of your original documents:

KEYS TO BE PRESSED

1. Place the documents face down into the fax machine.
2. Press **COPY**.
3. Press **COPY**, again. Or after 5 seconds, the copying will start.

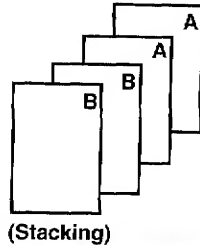
STATUS OF LCD DISPLAY



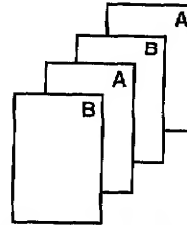
- Helpful Hints**
1. When you want to make a copy, make sure the text or image on the original document is not too close to the edge. Your fax machine cannot read anything closer than 4 mm (1/8 inch) from the edge.
 2. You can select the resolution to either SUPERFINE or PHOTO. Set the resolution to either one. If you do not set the resolution, the fax machine automatically makes a copy at SUPERFINE resolution. For example, if your original is a photo, you may select PHOTO resolution. (To get PHOTO resolution, press **RESOLUTION** repeatedly until both lights are lit.) You can also set the resolution page by page using the 1. TEMP. SETTINGS function. (See page 6-14.)
 3. Do not pull on the paper while copying is in progress. This may distort the copied image.

Making Multiple Copies

There are two ways to make multiple copies on your fax machine. The first is the stacking method, this will make n copies of page one, n copies of page two and so on. These will all be stacked on top of each other. The second method is the sorting or collating method. This is when the fax machine scans the entire document and then makes 1 copy of page 1, 2, 3, 4 in order. Then makes a second copy of 1, 2, 3, 4 until a total of n copies has been made.



(Stacking)



(Sorting)

KEYS TO BE PRESSED

1. Place the documents face down into the feeder.
2. Press **COPY**.
3. Enter two digits for the number of copies you want using the number keys (Max. 99 copies).
Example: 05.
4. Press **COPY** or just wait 5 seconds.
5. Press ◀ (left arrow) or ▶ (right arrow) to select the stacking or sorting method.
Example: STACK.
6. Press **COPY** to begin copying.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

NO.OF COPIES:01

ENTER & COPY KEY

NO.OF COPIES:05

MULTI COPY:STACK

SELECT ↔ & COPY

MULTI COPY:STACK

COPY STACK P.01

- NOTE: 1. When making Multiple Copies, do not let the receiving tray overstacked. Remove copied paper from receiving tray frequently.
2. When making Multiple Copies, make sure there is enough recording paper in the machine.

FOR YOUR INFORMATION

What To Do When You Get a "MEMORY FULL" Message while Making Copies

If you are using the stacking method, press **STOP**. If you are using the sorting method, press **COPY** to copy the portion that is in the memory, or press **STOP** to cancel.

10. POLLING

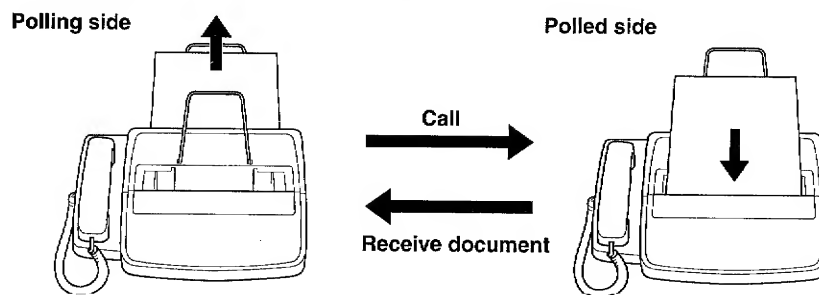
FOR YOUR INFORMATION

What Is Polling?

Polling is the process of **retrieving** faxes from another fax machine. You may use your machine to "poll" other machines, or you may ask someone to poll your machine. The party who polls pays for the cost of the call.

How Does It Work?

First, two parties set up their fax machines so that they can accommodate polling. Then one party leaves documents in the fax machine so that the other party can call up and have the documents sent to them.



When to Use Polling?

Use polling to control the cost of sending a fax.

1. If **you** want to pay for the cost of the call: Send out faxes to other parties as you normally would, and if another party has documents to send you, ask if you can poll for them.
2. If you want **others** to pay for the cost of the call: Ask them to poll your fax machine for documents they want, and have them fax any documents that you want.

* There are some fax machines that will not respond to this function.

Helpful Hints Using Polling Effectively (Examples)

Problem No. 1: You want another party to send you a long fax, but they do not want to pay for the call.

Solution: Ask them to leave the document in their fax machine so you can poll for it.

Problem No. 2: Sales representatives have difficulty sending in faxes to the head office's fax machine because it is busy so much of the time.

Solution: Head office can poll the sales representatives' fax machines.

Problem No. 3: Because of the time or location, it is cheaper for someone else to call you than it is for you to make the call.

Solution: Ask the other party to poll for the documents and offer to pay for the call at their lower rate.

Polling Another Fax Machine

Once you have set up polling, as described below, and the other party has set their fax machine to "POLLED WAITING", you can automatically receive their documents.

KEYS TO BE PRESSED

Make sure no documents are in the feeder.

1. Press **FUNCTION**.
2. Press **1**.
3. Press **2**.
4. Wait for two seconds.
5. Press **SET**.
6. Press **STOP**.
7. Enter the fax number.
6. Press **START**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1.TEMP.SETTINGS

1.TEMP.SETTINGS

2.POLLING

POLLING:STANDARD

SELECT ← → & SET

2.POLLING

ENTER FAX NO.

PRESS START KEY

NJ OFFICE

DIALING

RECEIVING P.01

Setting up Polled Waiting

Polled Waiting is when you place a document in your fax machine and set your machine to allow another fax machine to retrieve that document. Your fax machine will print a Polled Report after the transmission.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **2**.
5. Wait for two seconds.
6. Press **SET**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

1.TEMP.SETTINGS

1.TEMP.SETTINGS

2.POLLING

POLLING:STANDARD

SELECT ← → & SET

2.POLLING

7. Press **STOP**.
8. Press **START** and wait for the polling call to come in.

PRESS START KEY

POLLED WAITING

Secure Polling

Secure Polling is a way to keep your documents and others' from falling into the wrong hands while the fax machines are set up for polling. You can use Secure Polling only with another Brother fax machine. Your four-digit ID number must be entered on the fax machine that polls for your documents.

Polling Another Fax Machine with Secure Code

You can poll another fax machine that has Secure Polling by following the steps below: You need to make sure you are using the same ID number as the other party.

KEYS TO BE PRESSED

- Make sure no documents are in the feeder.
1. Press **FUNCTION**.
2. Press **1**.
3. Press **2**.
4. Wait for two seconds.
5. Press ◀ (left arrow) or ▶ (right arrow) to find the POLLING SECURE setting.
6. Press **SET**.
7. Enter a four-digit number. This is the same security code of the fax machine you are polling.
Example: 1234.
8. Wait for two seconds.
9. Press **STOP**.
10. Enter the fax number.
Example: One-Touch dialing.
11. Press **START**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ◀ ▶ & SET

POLLING: SECURE

POLLING ID: XXXX

POLLING ID: 1234

2. POLLING

ENTER FAX NO.

PRESS START KEY

NJ OFFICE

DIALING

RECEIVING P.01

Setting up Polled Waiting with Secure Polling

Secure Polling allows you to create a Polling ID number to protect your documents during polled waiting mode. Anyone who polls your machine must enter this polling ID number.

KEYS TO BE PRESSED

1. Insert the documents into the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **2**.
5. Wait for two seconds.
6. Press ◀ (left arrow) or ▶ (right arrow) to find the POLLING SECURE setting.
7. Press **SET**.
8. Enter a four-digit number.
Example: **1234**.
9. Wait for two seconds.
10. Press **STOP**.
11. Press **START** and wait for the polling call to come in.

STATUS OF LCD DISPLAY

09/12/1994 15:25

FAX: NO. & START

COPY: PRESS COPY

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ◀ ▶ & SET

POLLING: SECURE

POLLING ID: XXXX

POLLING ID: 1234

2. POLLING

PRESS START KEY

POLLED WAITING

Delayed Polling

After you select STANDARD or SECURE, press **SET**, then press **1** and use the number keys to enter the time at which you want polling to take place.

KEYS TO BE PRESSED

Make sure no documents are in the feeder.

1. Press **FUNCTION**.
2. Press **1**.
3. Press **2**.
4. Wait for two seconds.
5. Press ◀ (left arrow) or ▶ (right arrow) to select **STANDARD** or **SECURE**.
Example: **STANDARD**.
6. Press **SET**.
7. Press **1**.
8. Enter the time.
Example: **19:45** (7:45 P.M.).
9. Wait for two seconds.
10. Press **STOP**.
11. Enter the fax number.
Example: One-touch dialing.
12. Press **START**.
The fax machine waits until the specified time to call.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ◀ ▶ & SET

POLLING: STANDARD

2. POLLING

1. TIMER

SET TIME=00:00

SET TIME=19:45

1. TIMER

ENTER FAX NO.

PRESS START KEY

NJ OFFICE

09/12/1994 15:25

Setting up Polled Waiting with Quick-Scan

Before pressing **START**, press **Q.SCAN** so that you can store your polled waiting document in the memory.

Helpful Hints

If you use Quick Scan to place the Polled Waiting documents into the memory, they will not be erased automatically after they are polled. To erase them you must use the Cancel Job function. (see page 6-12.)

Sequential Polling

This function is the reverse of Broadcasting, in which your machine sends a document to several destinations. In a sequential polling operation, your machine will request documents from several fax units in a single operation.

KEYS TO BE PRESSED

1. Make sure there are no documents in the feeder.
2. Press **FUNCTION**.
3. Press **1**.
4. Press **2**.
5. Press ◀ (left arrow) or ▶ (right arrow) to select **STANDARD** or **SECURE**.
Example : **STANDARD**.
6. Press **SET**.
7. Press **STOP**.
8. Specify the destination fax machines, which you wish to poll by using One-touch, speed-dial, or group keys.
Example : Group key
9. Press **START**. Your machine polls each number or group member in turn for a document.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

1. TEMP. SETTINGS

2. POLLING

POLLING: STANDARD

SELECT ◀ ▶ & SET

POLLING: STANDARD

2. POLLING

ENTER FAX NO.

PRESS START KEY

ALL BROTHER

DIALING

NOTICE

After all the polling operations are finished, a Sequential Polling Report will be printed automatically.

11. PRINTING REPORTS AND LISTS

You can print the following lists and reports under function item 3. PRINT REPORTS.

Level one function	Level two function	Explanation of Options	Page
3. PRINT REPORTS	1. ACT. REPORT	The Activity Report lets you know whether transmissions and incoming faxes were received.	11-3
	2. ALL DIAL	This is a list of the names and numbers that are stored in One-Touch and Speed-Dial memory. Printed in One-Touch and Speed Dial number order.	11-3
	3. TEL. INDEX (Only for FAX-820MC)	The same as the All Dial list but printed in alphabetical order.	—
	4. COVERPAGE	This allows you to check the Cover Page format.	6-15
	5. CALL BACK MSG	Used to check the Call Back message format.	6-20
	6. USER OPTIONS	The settings for Function menu 5~8 (USER OPTIONS, TEL OPTIONS, SETUP SYSTEM and SETUP MSG CTR) are printed here.	—
	7. XMIT REPORT	You can set up whether the Transmission Verification Report will be printed after all faxes you send. ON/OFF	11-4
	8. MEMORY STATUS	The addressee and the amount of occupied memory for items stored in the memory are printed here.	11-5

Other Reports

The following reports are printed automatically, for your information.

Help List (By pressing **HELP** on the control panel.) (See page 3-7~9)
 Power Failure Report
 Polled Report
 Delayed Sending Report
 Broadcast Report
 Sequential Polling Report

- Helpful Hints**
- If you need an ACS check sheet, press ◀ (left arrow) and ▶ (right arrow) simultaneously.
 - If you press ◀ (left arrow) and ▶ (right arrow) simultaneously again, an ACS check sheet will not be printed.

All the reports and lists may be printed as follows:

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **3**.
3. Press the number of the level two function you wish to print.
Example: **1.ACT.REPORT**.
4. Press **START**.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1.TEMP.SETTINGS

3.PRINT REPORTS

1.ACT.REPORT

PRESS START KEY

PRINTING

Ch.11

Activity Report Interval

An activity report can be printed at certain intervals that you specify. You have a choice of setting the journal period to "OFF", "6 hours", "12 hours", "24 hours", "2 days", "4 days", or "7 days". The activity report will provide a list of all outgoing and incoming faxes (up to 30) during the period. The initial setting is "OFF".

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **7**.
3. Press **3**.
4. Press **◀** (left arrow) or **▶** (right arrow) to choose the setting.
Example: 12 HOURS.
If You select seven days, you should choose the base day of the week.
5. Press **SET**.
6. Enter the time to print in 24-hour format using the number keys.
Example: **19:45** (7:45 P.M.).
7. Wait for two seconds.
8. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1.TEMP.SETTINGS

7.SETUP SYSTEM

3.INTERVAL

ACT.RPT.:OFF

SELECT ◀ ▶ & SET

EVERY 12 HOURS

START AT:00:00

START AT:19:45

3.INTERVAL

ACTIVITY REPORT

TIME : 09/12/1994 19:45

NAME : BROTHER

FAX : 4155554444

TEL : 4155554445

DATE	TIME	FAX NO./NAME	DURATION	PAGE(S)	RESULT	COMMENT
09/12	10:00	BROTHER BOSTON	04:23	20 CV CA	OK	TX
09/12	10:10	NJ OFFICE	00	00	BUSY	TX
09/12	15:53	BROTHER BOSTON	48	01 CV CA	OK	TX ECM

CV : COVERPAGE

CA : CALL BACK MSG

POL: POLLING

RET: RETRIEVAL

Note: "TX" means Transmit, "RX" means Receive.

Printing the All Dial List

You can print a list of all One-Touch numbers and Speed-Dial numbers. Group numbers will be listed under One-Touch numbers.

ALL DIAL LIST

TIME : 09/12/1994 15:25

NAME : BROTHER

FAX : 4155554444

TEL : 4155554445

ONE-TOUCH DIAL

NUMBER	FAX/TEL NUMBER		DESTINATION	GROUP
*01	*** GROUP 1 ***		ALL BROTHER	
*02	234-5678	TEL	ABC COMPANY	G1
*03	334-5566	FAX	HEAD OFFICE	
*20				

SPEED-DIAL

NUMBER	FAX/TEL NUMBER		DESTINATION	GROUP
#01	5892786	F/T	PTWMJG M.	
#02 @	1234567		W. COMPANY	
#03	03-256-1121	FAX	TOKYO OFFICE	G1
#04				
#05	5555151	TEL	MANCHESTER	G1
#39				
#40				

@: CHAIN

(ALL DIAL LIST of FAX-820MC)

Transmission Verification (Xmit) Report

Set the Transmission Verification Report to ON or OFF. The initial setting is OFF.

OFF: Report will be printed if the errors occur.

ON: Report will be printed every time a fax message is sent correctly or an error occurs.

KEYS TO BE PRESSED

1. Press **FUNCTION**.
2. Press **3**.
3. Press **7**.
- You should press **6** instead of **7** on FAX-810MC.
4. Press **◀** (left arrow) or **▶** (right arrow) to choose the setting.
Example: ON.
5. Press **SET**.
6. Press **STOP** to exit.

STATUS OF LCD DISPLAY

09/12/1994 15:25

1. TEMP. SETTINGS

3. PRINT REPORTS

7. XMIT REPORT

XMIT REPORT: OFF

SELECT ◀ ▶ & SET

XMIT REPORT: ON

7. XMIT REPORT

Ch.11

TRANSMISSION VERIFICATION REPORT

TIME : 09/12/1994 15:25

NAME : BROTHER

FAX : 4155554445

TEL : 4155554444

DATE, TIME	09/12 15:24
FAX NO./NAME	NJ OFFICE
DURATION	00:00:45
PAGE(S)	01
	COVERPAGE
RESULT	OK
MODE	STANDARD
	ECM

Memory Status List

The MEMORY STATUS LIST will show you the addressee and amount of occupied memory for items stored in the memory such as delayed transmissions and polled waiting. You will see the combined total of entries for incoming messages, memos, and voice alarms. The available memory is expressed in percentage of remaining memory.

MEMORY STATUS LIST

TIME: 09/12/1994 15:25
NAME: BROTHER
FAX : 4155554444
TEL : 4155554445

TAD

	DATE	TIME
01 INCOMING MESSAGE	: 09/12/1994	10:15
02 INCOMING MESSAGE	: 09/12/1994	14:20
01 MEMO	: 09/12/1994	12:45
02 MEMO	: 09/12/1994	13:15
OUTGOING MESSAGE		

10%

VOICE ALARM

12 SCHEDULES

10%

STORED FAXES FOR RETRIEVAL

	DATE	TIME	RECEIVED FROM	# OF PAGES
MESSAGE 1	: 09/12/1994	12:00	0528242787	01
MESSAGE 2	: 09/12/1994	14:22	5892786	03
	(A)	(B)		10%

MEMORY USED FOR FAX FEATURES

	TIME	DESTINATION	# OF PAGES
TIMER	1) 23:45	(BROADCAST)	01 10%
POLLING WAITING			02 12%
REDIAL WAITING	1)	BROTHER 303-ON	02 05%
ECM			24%
FAX FORWARD NUMBER	:	18005551234	

MEMORY AVAILABLE

FREE

19%

} Your fax machine has received 4 TAD messages.

← You set 12 scheduled appointment reminders.

} You received two FAX messages :
(A) When the fax came in
(B) Sending party's number

} This shows that you have three items in the fax's memory for timer, polling and redial transmissions.

← This shows the Fax Forwarding number.

← This shows the amount of available memory.

(MEMORY STATUS LIST of FAX-820MC)

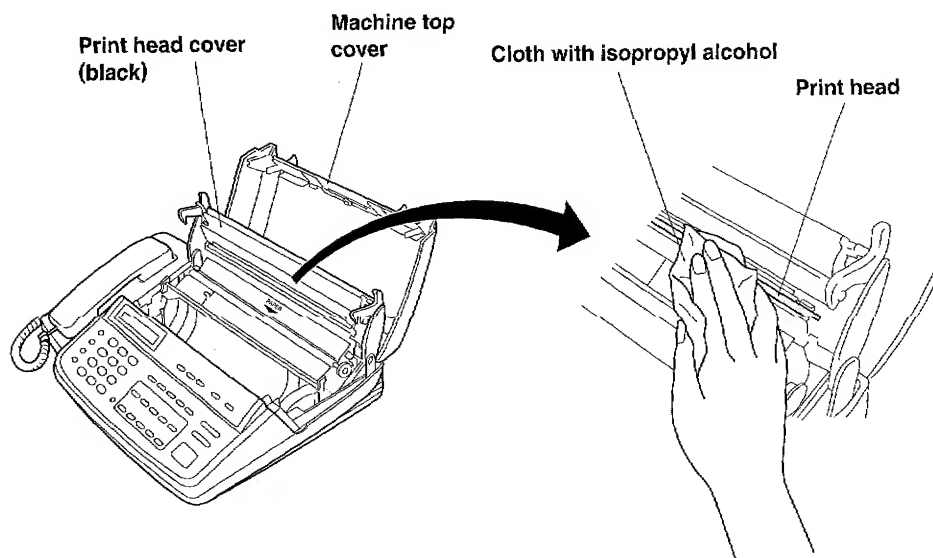
12. REGULAR MAINTENANCE AND TROUBLESHOOTING

Regular Maintenance


You can keep your fax machine in optimum condition by cleaning it on a regular basis. Avoid using thinners or other organic solvents to clean the machine and do not use any water.

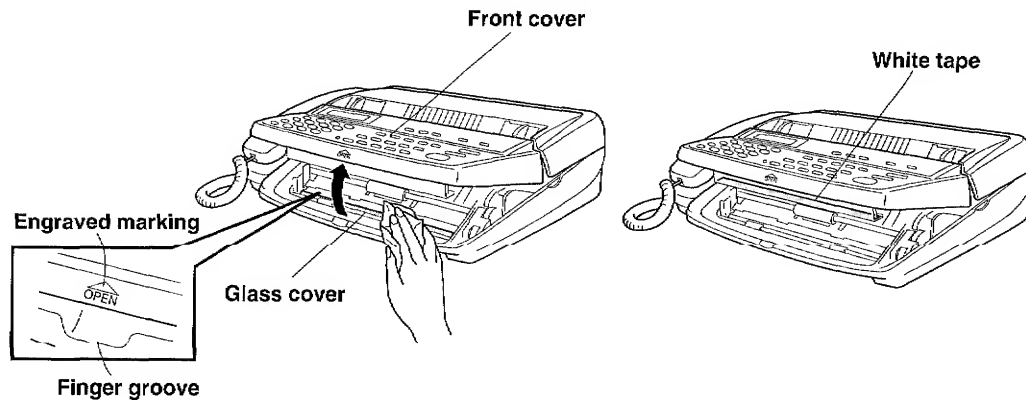
Follow the five steps below:

1. Unplug the telephone line and then the power cord.
When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.
2. Remove the paper roll.
3. Wipe any dirt off the machine using a slightly damp cloth.
4. Clean the print head.
Moisten a small piece of soft, lint-free cloth with isopropyl alcohol and keep wiping the edge of the print head until all dirt is removed.



5. Clean the scanner glass cover and the white tape above.

- 1) Put your finger under the  mark where there is a groove and lift up the front cover. It should "lock" into an open position.
- 2) Moisten a small piece of soft, lint-free cloth with isopropyl alcohol and carefully remove any dirt from the glass cover and from the white tape of the scanner.



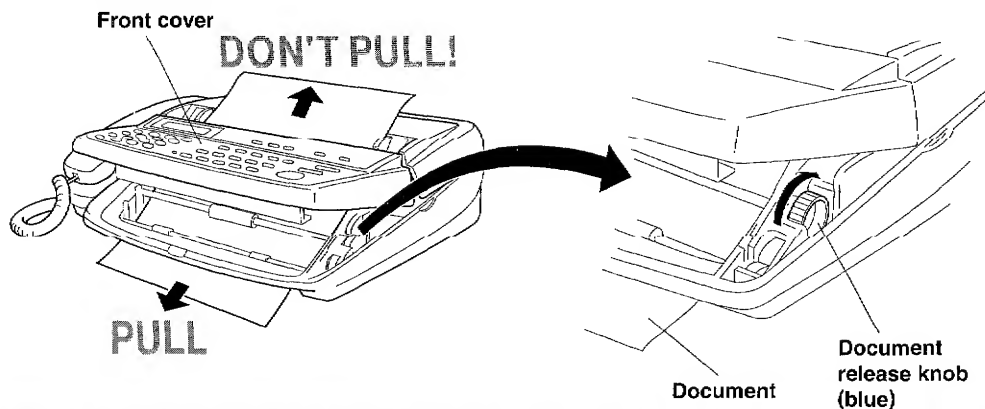
Helpful Hints It is a good idea to follow these five simple steps everytime you change the recording paper.

Paper Jams

Your fax machine will sound an alarm if the documents jam while going through the feeder or if the fax paper becomes stuck. The display will show "DOCUMENT JAM", "CUTTER JAM", or "PRINTER JAM".

Fixing a Document Jam

1. Open the front cover.
2. Turn the document release knob (blue) in the direction of the arrow and pull the documents toward the front of the fax machine.
3. Close the front cover.

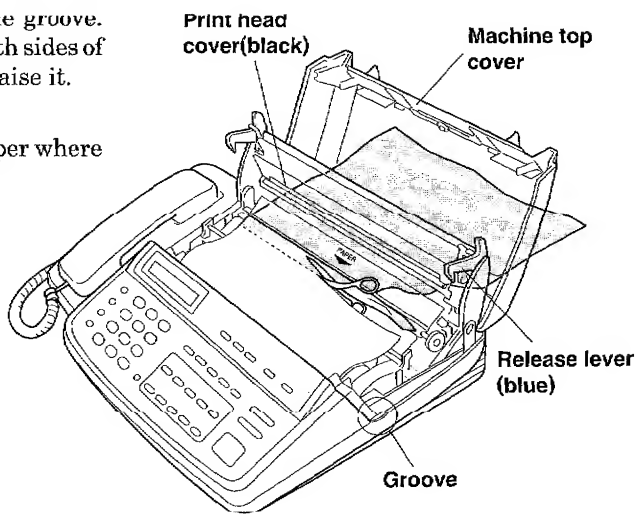


NOTICE

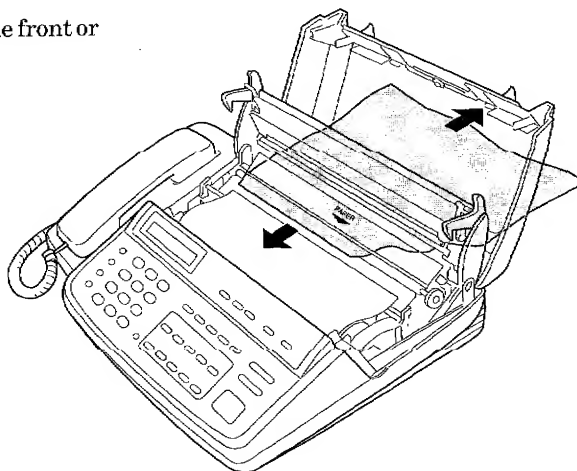
When you have a document jam, do not try to pull the documents back out. The documents should be pulled from the front so that they can go through the fax machine. Remember: Push your way out, don't back up!

Fixing a Cutter Jam or Printer Jam

1. Unplug the power cord and open the machine top cover by lifting it at the groove. Pull the release levers (blue) on both sides of the print head cover (black) and raise it.
2. Use a pair of scissors to cut the paper where the wrinkles start.



3. Pull the wrinkled paper out from the front or rear side.



4. Plug in the fax machine.
5. Re-insert the fax paper and close the print head cover and the machine top cover.

Troubleshooting

You may occasionally encounter a problem with your fax machine or telephone line. If this happens, your fax machine often identifies the problem and displays an error message. Refer to the following list when you see an error message on the display. If additional help is needed, please contact the following Customer Service numbers :

U.S.A **1-800-284-4FAX (4329)**
 1-908-356-8880 (Extension 7920)
Canada **1-514-685-0600 (Montreal)**
 1-604-278-8466 (Vancouver)

Error Messages

CLEAN UP SCANNER

The scanner is dirty. Clean the scanner. (See page 12-2.)

COMM.ERROR XX YY

You encountered a communications error that resulted from a poor quality phone line. Try the call again.

Error Codes

20 XX	This Error Code is usually caused by poor telephone line,
80 01	or having a special telephone service such as "Call Waiting" assigned to this
90 01	line.
74 00	Their machine sent a disconnect command from their location. This could be caused by a document jam, a recording paper empty, or mechanical problems on their unit, or there may be problems on the telephone line.
A0 11	Remote side disconnected the transmission. This could be caused by them stopping the transmission before completion.
FF XX	This is a mechanical error on your fax machine. For example : FF EA "Document Jam". Please clear the jam and try to send again.

CONNECTION FAIL

You have requested a polling call from another party, but the remote station is not in polled waiting mode.

COVER OPEN

The machine top cover is not completely closed. Make sure that it is closed.

CUTTER JAM

The fax paper is jammed in the cutter. Remove the jammed paper. (See page 12-3.) Then re-insert the fax paper. (See page 1-2.)

DISCONNECTED

The telephone line was disconnected by the other party during the communication. Try calling the other party to see what happened.

DOCUMENT JAM

The documents were not inserted properly, the documents were not fed properly, or documents were too long. Open the front cover and remove the documents. (See page 12-2.) Close the front cover and re-insert the documents and adjust the guides on either side of the document, and try sending the fax again.

ID MISMATCH

You may have the wrong ID for the secure polling function. Try calling the other party to check the ID.

MACHINE ERROR XX and PRESS STOP KEY

Contact the Customer Service number listed on page 12-4.

NO RESPONSE/BUSY

The number you called does not answer or is busy. You may also have reached a number that is not connected to a fax. Check the number and try again.

NOT REGISTERED

The One-Touch key or Speed-Dial number has no number assigned to it. You need to register a phone number. (See page 4-4~7.)

PAPER ROLL EMPTY

The paper roll is empty. You need to replace it. (See page 1-2.)

PAPER SET ERROR

The paper roll is not set correctly. Try re-inserting it.

PRINTER FAULT

The recording head has overheated. Unplug the power cord and wait for 30 minutes.

PRINTER JAM

The fax paper is jammed in the printer. Remove the jammed paper. (See page 12-3.) Then re-insert the fax paper. (See page 1-2.)

SCANNER ERROR

Try to clean scanner and white tape. (See page 12-2.)

If you still get the scanner error, please contact the customer service numbers listed on page 12-4.

Other Problems

When Dialing Doesn't Work...

You may have the wrong dialing mode. Change the TONE/PULSE setting. (See page 4-1.) You may also want to check all the telephone line connections, such as to the handset and to the wall jack. Check also that the power cord is connected. (See page 1-3.) Check by pressing **HOOK** to see if dial tone is heard. Also try sending by using **HOOK** or the handset. Wait to hear fax tones then press **START**.

Poor Transmitting Quality

Someone may complain that faxes they receive from you are hard to read. Your resolution setting may be inappropriate. Try the FINE or SUPERFINE settings and try the call again. Also, it is possible that your scanner glass cover is dirty. (See page 12-2.)

Vertical Streaks When Receiving

You may get faxes with vertical streaks. The recording head on your machine may be dirty, or the sender's scanner may be dirty. Try cleaning the Print Head. (See page 12-1.) This can also be checked by making a copy.

Horizontal Streaks

You may get a fax with horizontal streaks or with missing lines. This normally results from a poor telephone connection. Ask the other party to send the fax again.

13. IMPORTANT INFORMATION

Standard Telephone and FCC Notices (Only applies to 120V model)

These notices are in effect on models sold and used in the U.S.A.

This equipment is hearing-aid compatible.

When programming emergency numbers and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform such activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant.

See 1-3 for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

If your IntelliFAX-810MC/820MC damages the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But if advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with this IntelliFAX-810MC/820MC, please contact the manufacture's authorized service agency for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your fax machine, contact Brother service personnel at 1-800-284-4FAX (U.S.A. Only).

1-800-284-4329

Warning

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company nor connected to party lines.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Re-orient or relocate the receiving antenna.
- Increase the separation between the fax equipment and the receiver.
- Connect the fax equipment on a separate circuit.
- Consult the dealer or an experienced radio/TV technician for help.

Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

Ch. 13

The serial number may be found on the label affixed to the back of the unit. For your convenience, note the number below and retain this owner's manual to serve as a permanent record of your purchase, in the event of a theft or fire, or for future reference.

MODEL NO. IntelliFAX-810MC/820MC SERIAL NO. _____

NAME OF DEALER _____

DATE OF PURCHASE _____

ATTENTION:

The product that you have purchased contains a rechargeable battery. The battery is recyclable. At the end of its useful life, under various state and local laws, it may be illegal to dispose of this battery into the municipal waste stream. Check with your local solid waste officials for details in your area for recycling options or proper disposal.

If you have any problem, contact Brother service personnel at 1-800-284-4FAX.

1-800-284-4329

Important Safety Instructions

1. Read all of these instructions
2. Save them for later reference.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not use this product near water.
6. Do not place this product on an unsuitable cart, stand, or table. The product may fall, causing serious damage to the product.
7. Slots and openings in the cabinet and the back or bottom are provided of ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.
8. This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.
9. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug.
10. Do not allow anything to rest on the power cord. Do not locate this product where persons will walk on the cord.
11. If an extension cord is use with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (U.S.A. only).
12. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
13. Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to service personal at 1-800-284-4FAX (4329).
14. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
 - A. When the power cord or plug is damaged or frayed.
 - B. If liquid has been spilled into the product.
 - C. If the product has been exposed to rain or water.
 - D. If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - E. If the product has been dropped or the cabinet has been damaged.
 - F. If the product exhibits a distinct change in performance, indicating a need for service.

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15. SPECIFICATIONS

Type	Desktop facsimile transceiver
Compatibility	ITU-TS Group 3
Coding system	Modified Huffman (MH)
Modem speed	9600/7200/4800/2400; Automatic Fallback
Document input width	148 mm to 216 mm (5.8 inches to 8.5 inches)
Scanning/Printing width	208 mm (8.2 inches)
Paper roll size	216 mm (8.5 inches) 50 m (164 feet) with standard thermal paper 50 m (164 feet) with Therma PLUS paper
Printer type	Line thermal
Gray scale	16/32 levels
Paper cutter	Automatic
Display	LCD, 16 characters
Polling types	Standard, Secure, Delay, Sequential
Contrast control	Automatic/Super Light/Super Dark (manual setting)
Resolution	<ul style="list-style-type: none"> • Horizontal 8 dot/mm (203 dot/inch) • Vertical Standard 3.85 line/mm (98 line/inch) Fine, Photo (16 levels transmission) 7.7 line/mm (196 line/inch) Superfine, Photo (copy/32 levels transmission) 15.4 line/mm (392 line/inch)
One-touch dial	10 stations (for FAX-810MC)/20 stations (for FAX-820MC)
Speed-dial	20 stations (for FAX-810MC)/40 stations (for FAX-820MC)
Automatic redial	3 times at 5 minute intervals
Speaker type	Monitor
Auto answer	0, 1, 2, 3 or 4 rings
Communication source	Public switched telephone network
Operating environment	41 - 95° F
Power source	120V AC 50/60Hz (U.S.A., Canadian Version Only)
Power consumption	Standby: under 10 watts Peak: under 110 watts
Dimensions	376 x 311 x 127 (mm)/14.8 x 12.2 x 5 (inches)
Weight	4.2 kg/9.3 lbs

Specifications are subject to change for improvement without prior notice.



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